NATIONAL ASSOCIATION OF EDUCATIONAL BROADCASTERS

OFFICE OF THE REGIONAL DIRECTOR

May 28, 1953

Mr. Graydon Ausmus
President, NAEB
University of Alabama
University, Alabama

Dear Gray:

Since my conversation with you yesterday my thinking has not changed with regard to the need for NAEB leadership in the television programming and operational field. I feel that it is an absolute necessity for Headquarters to employ not more than two program specialists at this time. Within 18 months it may become necessary to add additional specialists. I would advise moving slowly in the employment of a great number of such specialists in the beginning. Let us get two good people and move upward from there.

As I mentioned yesterday, I believe it would be a mistake to add either part-time or full-time regional television programming or operational specialists at this time. A better system, it seems to me, would be to make available a group of top men in the regions on a consultant basis and to set up a Headquarters Fund for this purpose. At present I doubt that we could find more than two top programming specialists who would come to us either on full-time or half-time basis. We can find many good programming people in all of the regions, who would be willing to work on a consultant basis and, I feel, quite regularly. If we are looking for top talent, I believe the consultant system in the regions will be best. I believe that Headquarters personnel should be offered not less than $ 8,000, perhaps more. Again,we are looking for the best talent we can find.

The regional consultant, I feel, should be paid on the basis of expenses plus $ 50. per diem.

So far as finding Headquarters specialists is concerned I think we have a big problem. I wonder if the best solution for this would not be to pole the educational broadcasting field and choose the top two. As far as our staff is concerned I would like to suggest Bob Schenkkan, and on the regional consultant basis of course I would be available.

Hope this is what you want and see you in Wisconsin.

Sincerely yours,

Earl

Earl Wynn
Director, Region II

COPY

ARTHUR A. BARDOS
AMERICAN EMBASSY, PAD
APO 777, c/o POSTMASTER
NEW YORK, N. Y.

Vienna, November 17, 1953

Dear Harry:

Thank you very much for your note of November 7, 1953, in which you mention that a position of Associate Director of N.A.E.B. has been, or is being, created and suggest that I, too, might be considered as a candidate for this position. I can hardly express my appreciation over the fact that you have thought of me in this connection--or my sense of humility concerning my own qualification for this difficult, exciting job.

Nevertheless, I should like to ask you to regard me as an applicant. I would certainly attempt, if chosen, to make up for my lack of experience in the specific field of U. S. educational broadcasting by hard work and as much ingenuity as there is at my command in applying experiences in related fields to this new challenge. Above all, I base my confidence in my being able to do good work for N.A.E.B. on the proved fact that I can, and like to, work with you and learn from you.

I am enclosing a curriculum vitae and am also instructing the Harvard Placement Bureau to forward to you my file.

Very sincerely yours,

/s/ Arthur A. Bardos

Arthur A. Bardos

Dr. Harry J. Skornia,
Executive Director
National Association of
Educational Broadcasters
Urbana, Illinois

COPY

Curriculum vitae

ARTHUR ALEXANDER BARDOS, born April 26, 1921, in Budapest, Hungary. Naturalized citizen of the U.S. December 30, 1943. Married, no children. Protestant.

Education: Graduated from secondary school with highest honors in Budapest, Hungary. A.B. in Cinematography: University of Southern California, 1943. M.A. in Comparative Literature: University of Southern California, 1948. Course work and general examinations completed, with thesis in progress, for Ph. D. at Harvard, 1951.

Languages: Fluent in German, French, and Hungarian.

Military service: 1943-1946, U.S. Army Air Force, Army Specialized Training Program, Psychological Warfare Division - SHAEF. Discharged with the rating of Technician 3rd grade. 1949-1952, 2d Lt., Military Intelligence Reserve.

Teaching: 1946-1948: Teaching assistant in German, University of Southern California. 1948-1951: Teaching fellow in German, Harvard University.

Broadcasting: While in military service, was assigned to the German service of Radio Luxembourg during its operation as the official voice of SHAEF; did intelligence analysis and prisoner of war interrogations; wrote and spoke political and military commentaries; wrote features and radio plays for translation into German or broadcasting in English; was assistant editor and editor, respectively, of youth and farm programs. After a year at Radio Luxembourg, was transferred as Associate Features Editor, to Radio Frankfurt, then center of the "South German Network," serving the American Zone of Germany; discharged from military service and employed by the War Department to continue to work at Radio Frankfurt.

1945-1946: As editor, then Control Officer and, finally, acting Chief of Station, participated in setting up what is now the "Hessian Radio," in selecting and training a new programming staff, in introducing to Germany such radio techniques as round tables, newsreels, etc., and in organizing the first post-war German "school of the air." Resigned position in order to pursue graduate work.

1951 to present: Radio Program Officer at the American Embassy in Vienna, in charge of program operations for the three-station (210 kw) Red-White-Red network, covering most of Austria. While in this position, has worked for closer cooperation between RWR and other European Broadcasting organizations, introduced such programs as the "RWR World News Roundup" and "Arthur Meets the Critic" to Austria, contributed to the greater political activation of the network in the U. S. interest. Was during a recent five-month period acting Radio Officer, charged with full responsibility for the operation of the network.

Member: Modern Language Association, Phi Kappa Phi; national honorary societies for German, French, and Cinematography.

References:

Dr. Harold von Hofe, Chairman, Department of German, University of Southern California, Los Angeles 7, California.

Professor Harry Levin, Chairman, Department of Comparative Literature, Harvard University, Cambridge 38, Mass.

Mr. Fred G. Taylor, Radio Officer, American Embassy, PAD, APO 777, c/o Postmaster, New York, N. Y.

From Harvard Appointment Office:

The following are copies of photo-static letters which Mr. Bardos brought to this office:

Mr. Arthur Bardos has taught German at the University of Southern California from 1946-1948. His personality and rich cultural background coupled with a sound sense of pedagogy have earned for him the reputation of an effective and popular teacher. Students have expressed to me grateful appreciation of the courses which they have had under Mr. Bardos. Among his colleagues at the University Mr. Bardos enjoys the highest esteem. We respect his scholarship and we can always count on his cooperativeness. I recommend Mr. Arthur Bardos without reservation.

Signed: Harold von Hofe, Chairman
Department of German
The Univ. of Southern California
University Park
Los Angeles, California

June 4, 1948.

Mr. Arthur Bardos was employed in the capacity of Radio Control Officer by Radio Branch of Information Control Division. Office of the Military Government for Greater Hesse, from the summer of 1945 until September 1946. His duties included the scrutinizing of scripts prepared for broadcasts, the writing of such scripts in some instances, advising and guiding the German staff of Radio Frankfurt, particularly in the literary, editorial and features field, and the selection of qualified Germans to fill leading positions in the radio station. During the months of June and July he also acted as station chief and Chief of Radio Branch during the absence of the permanent chief. Mr. Bardos' entire service with this organization was performed in a superior manner. He returned to the States in September 1946 at his own request.

Signed: Herbert C. Gross, Capt. Inf.
Chief, Radio Branch
Information Control Division,
Radio Frankfurt.

September 15, 1946.

NATIONAL ASSOCIATION OF EDUCATIONAL BROADCASTERS

NAEB

OFFICE OF EXECUTIVE DIRECTOR

UNIVERSITY OF ILLINOIS
119 GREGORY HALL
URBANA, ILLINOIS

November 30, 1953

To: Executive Committee

From: Harry Skornia

Re: NAEB Associate Director

Herewith data on sole candidate, so far, a very capable lad I didn't know till he turned out to be best candidate for Vienna Radio Program Officer's job. A very brilliant and unusual person.

Bell of Arizona not interested. Roland E. Fenz indicated interest, but has not reacted to invitation, sent three weeks ago, to apply. More if and as received.

Regards,

HJS

HJS:do

Associate Director file

December 7, 1953

Mr. Harry Skornia
Executive Director
The National Association of
Educational Broadcasters
Gregory Hall - University of Illinois
Urbana, Illinois

Dear Mr. Scornia:

I am writing at the suggestion of Mr. Graydon Ausmus of the University of Alabama, with whom I spoke today by telephone. I was introduced to Mr. Ausmus by a mutual friend of ours, Ralph Steetle. This letter of application is sent in the hope that I may be considered to fill the position of Associate Director of the National Association of Educational Broadcasters.

Realizing that it is difficult to outline some fifteen years in the broadcasting industry in a single letter of application, I will endeavor to make this letter as informative as possible.

I am thirty-one years old, married, and have twin sons. My fifteen years in the broadcasting industry started in 1938 when I was a junior at Burgard High School, Buffalo, New York, doing part time dramatics at WGR and WKBW, Buffalo. The next year when I was graduated from Burgard, I accepted a full time position with WHLD, Niagara Falls, New York, as Chief Announcer and later program director. From there I moved to WBNY, Buffalo, as News Editor, from whence I went into the United States Airforce.

Upon discharge from the Air Force, November, 1943, I went to Station WBEN (NBC) where I did the ESSO Reporter newscasts for several years. While with WBEN, Buffalo, I was the station's Special Events and Public Affairs Director, and during this period (during World War II) I received a commendation from the United States Treasury Department for outstanding acheivement in the field of public service programming.

In 1945 I was summoned to Washington, D. C. to head up the Mutual Broadcasting Systems Special Events and Public Affairs Department under David Harris. This included the preparation and production of numerous public service and news programs from the nation's capital. In 1949 I was appointed White House Correspondent and subsequently House and Senate Correspondent. My duties at this time involved attending the weekly White House Press Conferences and spending the major part of my day on Capitol Hill. In order to report accurately on House and Senate legislation, it was imperative that I keep in close touch with the members of Congress, and it was during this period that I made many valuable friends on the hill, friendships which are still very warm. Other duties included daily contact with the office of the Vice President of the United States, Departments of State, Defense and other Executive branches of the government and agencies, such as the Federal Communications Commission, Veterans Administration and many others. Incidentally, during my free evening hours, I taught public speaking at George Washington High School in Alexandria, Virginia.

In 1951, I left the Mutual Broadcasting System to accept a position with the Office of Rent Stabilization as Chief of Radio for the Information Division, where I wrote three weekly radio scripts entitled "The Landlord Meets the Tenant", a public service program heard over hundreds of radio stations around the country. As Chief of Radio for the O.R.S. it was necessary for me to maintain a constant liaison with Members of Congress, other government agencies and commercial radio and television stations around the country. During this tenure, I wrote the majority of speeches for the Director of O.R.S., Tighe E. Woods, and personally accompanied him on many of his trips when he was scheduled to speak before various citizens groups and organizations. Early in 1952, when it became apparent that the O.R.S. would be dissolved, I joined the National Broadcasting Company in Washington, as Production Director for News, Public Affairs and Special Events. During this time I produced and originated many public service programs. Two of my regular network assignments included the production of "Meet the Press" and "The American Forum of the Air".

I also originated and produced my own local radio program, known as "Washington Controversy" which weekly took up community problems of particular interest to Washington citizens. This was a panel or forum type of program setting forth the pros and cons of issues such as fluoridation of the city's water supply ...Segregation in the District of Columbia Public School System, conditions then existing in the Municipal Hospital, Crime and Juvenile Deliquency in the District of Columbia, Traffic Control, and similar issues of community interest.

While with NBC, I learned of the financial difficulties of the School of Nursing in one of Washington's largest and oldest hospitals (Garfield Memorial) and undertook as a personal project, not as an assignment from NBC, the task of helping to raise the necessary funds to keep the School of Nursing open in order that graduate nurses might be trained at this highly reputable, accredited school. As a direct result of my personal contact with persons in public office and local business, radio and television stations, newspapers, and accompanying publicity, I am very happy to be able to say that the hospital received funds exceeding their required goal. In appreciation of my efforts, I received a very kind letter from the Board of Directors of the Garfield Hospital thanking me for my participation in this worthy cause.

At the inauguration of President Eisenhower in January, 1953, I produced the entire proceedings from the United States Capitol for NBC.

I am presently the Director of Public Relations for the Sheraton Corporation's two Washington hotels, the Sheraton-Park and Sheraton-Carlton (formerly Wardman Park and Carlton) This position entails handling the advertising, promotion and publicity, as well as extensive entertaining and general public relations for these two fine hotels. Since the recent purchanse of these hotels by the Sheraton Corporation, it is their plan to replace all executive personnel with men already trained in Sheraton methods of operational procedure.

I feel that this would be an ideal time for me to return to the communications field, inasmuch, as the move made now will be a decisive and permanent one. I have been interested in the theory of educational television since its inception and through my good friend Ralph Steetle, have been interested and gratified to learn of the progress made so far in what I believe to be a crucial step forward in bringing culture, education and practical benefits within reach of every American.

Very truly yours,

Charles Warren
Director of Public Relations

cc: Mr. Graydon Ausmus

NATIONAL ASSOCIATION OF EDUCATIONAL BROADCASTERS

NAEB

OFFICE OF EXECUTIVE DIRECTOR

UNIVERSITY OF ILLINOIS
119 GREGORY HALL
URBANA, ILLINOIS

December 11, 1953

To: Executive Committee

From: Skornia

Herewith copies of additional applications for NAEB Associate Director's job. A couple look a little expensive for our taste, and none so far, except Fenz, is an experienced educational broadcaster.

These, plus Bardos, are all that have been received to date. December Newsletter carries announcement, and several other people have been invited to apply.

COPY

The City of New York
MUNICIPAL BROADCASTING SYSTEM
Municipal Building
New York 7, New York

December 1, 1953

WNYC
WNYC-FM

Mr. Harry J. Skornia
14 Gregory Hall
University of Illinois
Urbana, Illinois

Dear Harry:

I am enclosing herewith a resume of Mr.George A. Bernstein who up until a few days ago has been manager of station WOL in Washington, D. C.

I know George very well and I think he would make a perfect candidate for Associate Director.

I am enclosing herewith some material which will tell you something about George. When this comes up before the Executive Committee I hope you will let me know because I would like to make a strong pitch for him.

With all best wishes, believe me.

As ever,

/s/ Seymour N. Siegel

Seymour N. Siegel
Director

SNS:bc
Encl:

COPY

PEOPLES BROADCASTING CORPORATION

246 No. High Street — Columbus 16, Ohio

November 2, 1953

Mr. Howard S. Frazier
Suite 728, Bond Building
Washington 5, D. C.

Dear Mr. Frazier:

I have your letter about Mr. George Bernstein.

Mr. Bernstein was employed as my assistant from March, 1952 to March, 1953. When we became dissatisfied with the operating results of our Washington radio station, WOL, I assigned Mr. Bernstein to that station as manager. He did a thorough job of analyzing the problem and made drastic cuts in operating expenses through the re-organization of work assignments. This left us with surplus personnel and Mr. Berstein was able to help those people get jobs in other places and leave the employ of our organization feeling that they had been treated fairly.

Our business was largely concentrated in appliance accounts and Mr. Bernstein, recognizing the changes taking place in Washington due to fancied or real fear of unemployment by government workers, concentrated his sales activity in diversifying our accounts. He accomplished this task with some real success.

We sold WOL, subject to the approval of the Federal Communications Commission, because Mr. Bernstein's analysis of the situation convinced us that a 250 watt station in the Washington area was not a big enough property to carry on the type of programming that we wish to offer. Mr. Bernstein was very honest in his analysis, although he recognized that his recommendations would create a dislocation problem for him.

Our radio organization is small, although we plan to enlarge. I do not see a place where we can adequately use Mr. Bernstein's abilities in the near future. I feel it would be unfair to attempt to hold him on a job which would not exercise his full capabilities. The personnel people in our owner organization, the Farm Bureau Insurance Companies, feel there is a possibility of placing Mr. Bernstein in our Insurance Companies, but I do not feel this would be a satisfactory type of activity for a man who has been active in the broadcasting industry. The work would be entirely different, and away from Mr. Bernstein's major interest.

I would be glad to discuss Mr, Bernstein with those who might be interested in employing him, and will be pleased to recommend him. He is honest, intense, and a hard worker -- a man with good ideas and a high loyalty and understanding toward those to whom he reports and those whom he supervises.

Sincerely yours,
/s/ Herbert E. Evans
Herbert E. Evans
Vice President - General Mgr.

COPY

THE COOPERATIVE LEAGUE of the U.S.A.

Washington Office: 1025 Vermont Avenue, N.W., Washington 5, D.C.,
NAtional 8-8765

Wallace J. Campbell, Director
Jack T. Jennings, Assistant

November 4, 1953

Mr. Howard S. Frazier
Suite 726 Bond Building
Washington 5, D. C.

Dear Mr. Frazier:

This is in response to your request for information about George A. Bernstein in connection with his application for a position as station or sales manager, program director or assistant to executive, through your Broadcasters Executive Placement Service.

During three of the four years which I served as president of the Cooperative Broadcasting Association operating Radio Station WCFM, George Bernstein served as our general manager, and since it was a small station, also had over-all responsibility for sales, programming and other operations, so that he has become well-qualified in each of those fields.

As you know, the FM section of the radio industry has been a stepchild, and any success achieved in that field takes on added importance because of that fact. WCFM also had the handicap of being a forthright liberal station, and its cooperative ownership may also have confused some of the commercial people in the field.

In spite of these three factors which might normally be interpreted as handicaps in the industry, Mr. Bernstein was successful in raising the station's revenue from $800 a month to over $4,000 a month during that period. At the same time he cut operating expenses from $8,000 a month to $5,000 a month without sacrificing any of the excellent programming for which the station has now become famous.

Under his initiative the Cooperative Broadcasting Aseociation sponsored the organization of the WCFM Recording Company which recorded and marketed its first half-dozen important recordings under Mr. Bernstein's management. The undertaking was doubly important because it was the only record company of its kind in Washington, and on the creative side, made it possible for Washington musicians to have access to recording facilities. Of particular interest was the fact that a number of the recordings have been made by the National Gallery of Art Symphony Orchestra under the direction of Richard Bales. It was Mr. Bernstein who made arrangements for this recording.

Mr. Bernstein left WCFM to become assistant to the general manager of the People's Broadcasting Company in Columbus, Ohio, at a substantial increase in salary. You undoubtedly have further references from him in regard to that phase of his activities.

Sincerely yours,
THE COOPERATIVE LEAGUE
/s/Wallace J. Campbell
Wallace J. Campbell

C O P Y

JOHN PATTISON WILLIAMS

October 23, 1953

My dear Mr. Frazier:

Thank you for your letter of October 21st and I am pleased to give you a statement regarding George A. Bernstein, because I feel he is a fine gentleman in every way, and I assume that this statement speaks for his character.

Regarding his qualifications, he has been unusually fortunate because he has been in an over-all management position with a large company during the two years that I have known him. He was specifically, during part of that period, responsible for a single Radio Station operation as well. It is my feeling that this qualifies him in a broader way than most people.

In connection with his ability, he not only gets along well with people, but I have seen him go into a very trying situation and increase volume and cut expenses - I know of no two actions that are more necessary and vital in the operation of Stations.

If you have any further specific questions you would like to ask me, please feel free to do so.

It is my firm feeling that whoever has George working with them will be extremely fortunate.

Very sincerely,

John Pattison Williams
Executive Vice President

Howard S. Frazier, Esq.
728 Bond Building
Washington 5, D. C.

GEORGE A. BERNSTEIN
1161 Girard St., N.W.
Washington 6, D. C.

Telephones:
(Home) HObart 2-8227
(Bus.) MEtropolitan 8-0010

R E S U M E

Business Experience

March, 1953 to present	Manager, Radio Station WOL, Washington, D. C. (Owned by Peoples Broadcasting Corporation)
March, 1952 to March, 1953	Assistant to Vice President-General Manager, Peoples Broadcasting Corporation, Columbus, Ohio
April, 1949 to February, 1952	Manager, Radio Station WCFM, Washington, D. C.
December, 1948 to April, 1949	Associate editor, the New Leader (weekly magazine of commentary and opinion), New York, N. Y.
December, 1946 to December, 1948	Educational Director, New York Joint Board, United Hatters, Cap and Millinery Workers International Union, AFL.
December, 1940 to December, 1946	Assistant Advertising Manager, EX-Lax Co., Inc., Brooklyn, New York. (On military leave of absence from May, 1941 to Jan., 1946)
May, 1939 to December, 1940	Salesman, Duenewald Printing Corporation, New York, N.Y.
February, 1938 to April, 1939	Assistant to President and Publicity Director, Einson-Freeman Co., Inc. (Lithographers), Long Island City, New York
June, 1937 to January, 1938	Executive Training Squad, Abraham and Straus, Inc., Brooklyn, New York

Education

B.S., University Heights College of New York University, June, 1936.
Majored in English; minored in History and Political Science.
Extracurricular: Editor-in-Chief, college humor magazine; Managing Editor, daily newspaper; elected member of student council; Phi Sigma Delta Fraternity.

M.S., New York University School of Retailing, June, 1937.

Studied courses in economics at New School for Social Research in New York in 1946-1947; studied courses in philosophy at Ohio State University during 1952.

Military Record

May, 1941 to January, 1946: Served as officer in the Army in command of truck and motorized units; twenty months in the European Theatre of Operations in active command of troops under combat conditions; during final six months in command of battalion of 1200 men. Separated with rank of Captain.

Other Activities

Writing: During the period between January, 1946 and April, 1949, a number of articles were published in Harper's, the Nation, the New York Herald-Tribune, and other publications.

Teaching and Lecturing: In connection with position as Educational Director of Millinery Workers Union, AFL, conducted a number of courses in Public Speaking and Parliamentary Procedure at various trade union groups in and around New York City.

Other Data

Date of Birth	April 5th, 1915
Place of Birth	New York City
Marital Status	Single
Miscellaneous	Travelled fairly extensively in Europe, both before and during the war; the Caribbean Area, Eastern United States and Canada.

Respectfully Submitted,

/s/George A. Bernstein

COPY

This is a true copy of a personnel evaluation prepared by Rohrer, Hibler & Replogle, 1103 Midland Building, Cleveland 15, Ohio, for the Farm Bureau Insurance Companies, Columbus, Ohio.

Certified by
/s/ George A. Bernstein
George A. Bernstein

PERSONNEL EVALUATION

This report contains the results of a psychological examination which has been made to determine the nature and extent of the personal qualifications of the individual under consideration.

Position: Assistant to the General Manager Peoples Broadcasting Corporation, Farm Bureau Insurance Companies, Columbus, Ohio

Report on: George A. Bernstein

Age: 37

1. He reads and comprehends very rapidly. His oral and written verbal ability is superior. He is a creative person who finds it easy to deal with the theoretical and the abstract and who is used to approaching problems broadly and comprehensively. While his mental processes utilize both inductive and deductive methods, the inductive predominates. He remains in touch with practical reality while being aware of the broader and more general implications.

2. He is very superior in mental ability ranking in the upper two per cent of the general population. While his mathematical ability is good, his verbal facility is exceptional. He is an intellectual adventurer who is sensitive and alert to many facets of the culture -- his interests are many and diversified, but they tend to cluster in social and aesthetic areas with a drive to relate these categories to business life. He has inner poise and a quiet self-confidence.

3. He is a very sensitive and emotionally broad person who keeps his feelings under strong control. He leads a conservative and cautious emotional life by force of will. An imaginative and easily stimulated person, he holds these tendencies back and seldom allows them to step out of the boundaries of practical reality.

4. He is a complicated personality with many ambivalences. For example, he is at once the dreamer and on the other hand, an active doer. He is aggressive and assertive, but he frequently puts a damper on these proclivities and becomes contemplative. And he has stated that he is ideologically liberal while personally conservative.

5. His social values are high and idealistic. His personal impact on people is generally good - excellent on broad, high calibered people -- good on others. He tends to be very warm and friendly to those who share some of his interests, sincere and tolerant but not intensely warm to those whose interests are mundane and ordinary.

6. His human relations are oriented more towards the sociological or group than they are towards the psychological or individual - his interests in broad social principles and applications is strong. He thinks more often in terms of group influence and interaction than he does in terms of individual development.

7. His insights are sharp. He is very contemplative and introspective person who looks at himself objectively. He constantly tests what he wants against the possibilities. His knowledge of his strengths and limitations is excellent. He is willing to accept himself as he is.

8. His understanding of other people is good, and he has considerable ability to assess the performance of people clearly. He has good ability to see the situation from the viewpoint of another, although he does not habitually do so.

9. He has good leadership qualities. While neither the high-pressure salesman nor the rabble-rouser, his poise, purpose and confidence are communicated to others.

10. He has the patience to teach, guide and direct others. He will make few organizational mistakes, and will lead and direct others firmly and consistently. For the long haul, he will build a smooth organization based on clear principles and effective teamwork.

Conclusions and Prognosis:

In our opinion, insofar as his psychological qualifications are concerned, Mr. George A. Bernstein is superior for the position. He can see the broadest implications of communications and strives towards long term goals. He has definite upgrading potential in either staff or line activities, but it is evident that he will be utilized most effectively where his creative intelligence and his verbal effectiveness are challenged. For maximum personal growth, we suggest that he heighten his impact on people by being a little more spontaneous, enthusiastic and free wheeling.

Robert W. Henderson
Consulting Psychologist

May 20, 1952
ml

C O P Y

December 7, 1953

Mr. Harry Skornia
Executive Director
The National Association of Educational Broadcasters
Gregory Hall - University of Illinois
Urbana, Illinois

Dear Mr. Skornia:

I am writing at the suggestion of Mr. Graydon Ausmus of the University of Alabama, with whom I spoke today by telephone. I was introduced to Mr. Ausmus by a mutual friend of ours, Ralph Steetle. This letter of application is sent in the hope that I may be considered to fill the position of Associate Director of the National Association of Educational Broadcasters.

Realizing that it is difficult to outline some fifteen years in the broadcasting industry in a single letter of application, I will endeavor to make this letter as informative as possible.

I am thirty-one years old, married, and have twin sons. My fifteen years in the broadcasting industry started in 1938 when I was a junior at Burgard High School, Buffalo, New York, doing part time dramatics at WGR and WKBW, Buffalo. The next year when I was graduated from Burgard, I accepted a full time position with WHLD, Niagara Falls, New York, as Chief Announcer and later program director. From there I moved to WBNY, Buffalo, as News Editor, from whence I went into the United States Airforce.

Upon discharge from the Air Force, November, 1943, I went to Station WBEN (NBC) where I did the ESSO Reporter newscasts for several years. While with WBEN, Buffalo, I was the station's Special Events and Public Affairs Director, and during this period (during World War II) I received a commendation from the United States Treasury Department for outstanding achievement in the field of public service programming.

In 1945 I was summoned to Washington, D. C. to head up the Mutual Broadcasting System's Special Events and Public Affairs Department under David Harris. This included the preparation and production of numerous public service and news programs from the nation's capital. In 1949 I was appointed White House Correspondent and subsequently House and Senate Correspondent. My duties at this time involved attending the weekly White House Press Conferences and spending the major part of my day on Capitol Hill. In order to report accurately on House and Senate legislation, it was imperative that I keep in close touch with the members of Congress, and it was during this period that I made many valuable friends on the hill, friendships which are still very warm. Other duties included daily contact with the Office of the Vice President of the United States, Departments of State, Defense and other Executive branches of the government and agencies, such as the Federal Communications Commission, Veterans

Administration and many others. Incidentally, during my free evening hours, I taught public speaking at George Washington High School in Alexandria, Virginia.

In 1951, I left the Mutual Broadcasting System to accept a position with the Office of Rent Stabilization as Chief of Radio for the Information Division, where I wrote three weekly radio scripts entitled "The Landlord Meets the Tenant", a public service program heard over hundreds of radio stations around the country. As Chief of Radio for the O.R.S. it was necessary for me to maintain a constant liaison with Members of Congress, other government agencies and commercial radio and television stations around the country. During this tenure, I wrote the majority of speeches for the Director of O.R.S., Tighe E. Woods, and personally accompanied him on many of his trips when he was scheduled to speak before various citizens groups and organizations. Early in 1952, when it became apparent that the O.R.S. would be dissolved, I joined the National Broadcasting Company in Washington, as Production Director for News, Public Affairs and Special Events. During this time I produced and originated many public service programs. Two of my regular network assignments included the production of "Meet the Press" and "The American Forum of the Air".

I also originated and produced my own local radio program, known as "Washington Controversy" which weekly took up community problems of particular interest to Washington citizens. This was a panel or forum type of program setting forth the pros and cons of issues such as flouridation of the city's water supply...Segregation in the District of Columbia Public School System, conditions then existing in the Municipal Hospital, Crime and Juvenile Delinquency in the District of Columbia, Traffic Control, and similar issues of community interest.

While with NBC, I learned of the financial difficulties of the School of Nursing in one of Washington's largest and oldest hospitals (Garfield Memorial) and undertook as a personal project, not as an assignment from NBC, the task of helping to raise the necessary funds to keep the School of Nursing open in order that graduate nurses might be trained at this highly reputable, accredited school. As a direct result of my personal contact with persons in public office and local business, radio and television stations, newspapers, and accompanying publicity, I am very happy to be able to say that the hospital received funds exceeding their required goal. In appreciation of my efforts, I received a very kind letter from the Board of Directors of the Garfield Hospital thanking me for my participation in this worthy cause.

At the inauguration of President Eisenhower in January, 1953, I produced the entire proceedings from the United States Capitol for NBC.

I am presently the Director of Public Relations for the Sheraton Corporation's two Washington hotels, the Sheraton-Park and Sheraton-Carlton (formerly Wardman Park and Carlton). This position entails handling the advertising, promotion, and publicity, as well as extensive entertaining and general public relations for these two fine hotels. Since the recent purchase of these hotels by the Sheraton Corporation, it is their plan to replace all executive personnel with men already trained in Sheraton methods of operational procedure.

I feel that this would be an ideal time for me to return to the communications field, inasmuch, as the move made now will be a decisive and permanent one. I have been interested in the theory of educational television since its inception and through my good friend Ralph Steetle, have been interested and gratified to learn of the progress made so far in what I believe to be a crucial step forward in bringing culture, education and practical benefits within reach of every American.

Very truly yours,

s/ Charles Warren
Director of Public Relations

cc: Graydon Ausmus

C O P Y

December 7, 1953
1240 Bryden Road
Columbus, Ohio

Mr. Harry J. Skornia
Executive Director
NAEB
14 Gregory Hall
University of Illinois
Urbana, Illinois

Dear Mr. Skornia:

I enjoyed my very short visit last Thursday with you and Mr. Holt. The problem of launching my projected Report in Europe with proper sponsorship and distribution in the United States remains unsolved; and I suspect I shall be obliged to shelve this idea temporarily. As you well know, the category "information specialist" in radio both in government and in private agencies such as RFE and the late RFA is very much surplus right now; and I, very frankly, have been casting about for something to do since my return from the Orient.

To find something that is genuinely satisfying and absorbing in institutional or educational radio is also something of a task; and therefore, I came over to Urbana to have a first-hand look at the organization of NAEB because, purely from hearsay, I was interested. From my talk with you during your lunch hour, I gather that there will be a specific opening on the staff for a program director. This is emphasized, further, I note, in your letter to Mr. Graham Hovey in Rome in which you point out the need for a program director who can and will handle administrative details particular to policy, program exchange materials, a kind of traveling liaison with other NAEB members and one who can decide, perhaps, on what NAEB really wants.

Following your suggestion, too, that I might make application for this job, I should like to make a tentative application: My reservation being that an outline of exactly what duties are entailed, what authority and responsibility would accompany the job, and other lines and limits be made clear from the start. I hope you will agree that this is a reasonable demand; and I rather regret that I had not stipulated this before when taking my assignment with the Rot Weiss Rot in Vienna; and while being briefed for the job in Manila recently with the Committee for Free Asia.

I do believe that my past training and experience could be profitably used somewhere in the NAEB hierarchy; and perhaps this job might be the very one which I could develop and (dare I say) "grow in" on a long-range view. Perhaps you will understand, after a series of short-term assignments, I am rather concerned that my next job in radio hold out the expectation of definite long-range work, provided, naturally, things work out to mutual satisfaction. I gather that NAEB is an expanding organization and shows signs of being here to stay! Perhaps you will see better than I how my qualifications and

operational experience can fit into the needs of NAEB and where I best might be used.

I should like to state this rather bluntly if I may: another reason I make this a tentative application--I have never been so much the "radio educationist" concerned with academic theory; although I believe very strongly in the over-all excellent objectives of such an organization as NAEB, I act and respond well to an executive atmosphere wherein responsibility and decisions are clear-cut functions of individual officers. It may be partly, because I come from a long line of industrialists in Ohio, but I do feel this way! For this reason, then, perhaps I ought to know more about the internal workings and structure of NAEB than I was able to learn in my short visit.

If there is any initial interest on your part from this letter and resume, you might tell me what this job will be like and we can continue correspondence on it, and I shall be pleased to send in a more complete dossier with recommendations, etc. Please note that my job in Manila as assistant program director carried a base salary of $7000 per annum with a tax-free cost of living allowance of $5,000. The details of this job are inadequately set forth in the resume, and I will send a more detailed outline of my function there in subsequent correspondence.

Let me thank you for your interest and attention.

Cordially yours,

/s/ John H. Lerch

C O P Y

JOHN H. LERCH
1240 Bryden Road
Columbus, Ohio

QUALIFICATIONS: Thoroughly familiar with all phases of radio programming, including 5 years' experience as announcer, script-writer, producer, newscaster, and program director. First-hand knowledge of Western European and Asian radio techniques.

In Vienna, Austria (1948-49). Responsible for 10 producers assignments and all special events originating from Vienna. Promoted to station manager before leaving. Terminal salary: $4800 plus housing.

In Munich (1951-52) foreign language producer for RADIO FREE EUROPE for 18 months. Set up training program for Czechs, Poles, Hungarians. Produced over 300 programs aired--of all formats. Promoted to administrative head of Hungarian Desk: studio booking, schedules, transportation, personnel work. $7500 per annum.

In Manilla, Philippines. Assistant Program Director, RADIO FREE ASIA. Responsible for staff of 30 Filipinos, 10 Chinese. Supervised shaping and direction of news, information, drama, farmers' shows. Policy decisions in program planning and development affecting Chinese listeners overseas, Filipino audience, and language desks for other Asian countries. Budget and recruitment of personnel. RADIO FREE ASIA terminated activity April 15, 1953 by order executive committee, San Francisoo. Terminal salary: $12,000 per annum with slated increase for July 1.

Two months study-survey through Southeast Asia to measure effectiveness of psychological warfare facilities and listenership in Hongkong, Siam and Japan.

Writing, Editing: Assistant editor army camp newspaper (1944). Made staff assignments, reviewed and edited stories. Planned and arranged interviews. Recently (1952) wrote Cultural News in Free Europe used as promotional material for Radio Free Europe by university stations.

Military Experience: Army Counter Intelligence Corps. 19 months overseas as observer, reporter on internal security France and Germany. Investigation subversive activities. Interpreter services on highest level: personal aide to Commanding General, 7th Armored Division.

Languages: Authentic command French and German. Knowledge of these languages learned in those countries. Working knowledge

Spanish. First-hand experience in dealing with, working with, living with Europeans and Asians. Total: 4 years in Europe, 1 year in the Orient.

Education: Certificat d' etudes, Universite de Grenoble. France 1946.
Stanford University, A.B. 1947
Ohio State University, M.A.1950

Aug. 15, 1953

C O P Y

December 4, 1953

Dear Harry:

I had not answered your previous letter partly because of being busy and partly because of questions that came up in my mind.

I received your wire just before leaving Pittsburg for Topeka for the Governor's Conference on World Affairs - hence, an answer by pen rather than a typewriter.

I am interested in the position but hesitated to reply because I was looking for answers to such questions as, would this be a "one" year leave position or relatively permanent? Would the work have to do with the NAEB Tape Network or the NAEB headquarters?

I realize that in "creating" a new job the duties are not always able to be clearly defined, but I would like some clarification.

Here is the background of my experience in radio, business and education. If a more complete resume is desired for further consideration I can provide it.

Education:	MA University of Wisconsin BA in Speech and Radio
1947 -	WHA, Madison, Student Producer and Laboratory Ass't.
1948 -	WFJS, Freeport, Illinois Production and Sales Promotion Mgr.
1949 -	WCAL(AM-FM), St. Olaf College, Northfield, Minn. Promotion and Sales Mgr. WCAL-FM Production Mgr. WCAL
1950--	WFRM, Elgin, Illinois Sales and Promotion Mgr.
1951 -	Vice President, FRIENDLY NEIGHBOR, Inc. Public Relations Firm
1952-53	Kansas State Teachers College, Pittsburg, Kansas Director of Radio KSTC
References:	H. B. McCarty, University of Wisconsin John Dunn, University of Oklahoma Sherman Lawton, University of Oklahoma

Normally I would not hesitate to list my present employer. But since this is in a questionable stage I would rather not call on him. I suppose the question of salary would also be just that, a question. I feel that if the appointment were to be on a year's basis it would necesaarily be higher than on a more continuous basis.

For one year $7000 would seem to me to be a minimum. I have no idea whether this is the kind of an individual you are looking for or whether you are only looking for an assistant for the help in NAEB Tape network.

My work has generally covered all fields of promotion, radio production and operation with management experience.

If there is anything else I can help you with or further information please let me know.

Sincerely,

/s/Roland E. Fenz
Radio KSTC, Pittsburg, Kansas

COPY

TEMPLE UNIVERSITY
Philadelphia 22, Pa.
Department of Speech and Dramatic Arts

Associate Director file

January 24, 1954

Mr. Harry J. Skornia
Executive Director
National Association of Educational Broadcasters
University of Illinois
Urbana, Illinois

Dear Mr. Skornia:

Dr. H. Clay Harshbarger of the State University of Iowa wrote that he had mentioned my name to you in connection with the position of assistant to the NAEB Executive Director.

If there is information that you may desire, please let me know.

Most sincerely,

/s/Robert Haakenson
Robert Haakenson
Assistant Professor of Speech

State University of Iowa
Iowa City

Department of Speech
and Dramatic Art

February 3, 1954

Dr. Harry J. Skornia
Executive Director
N A E B
119 Gregory Hall
University of Illinois
Urbana, Illinois

Dear Dr. Skornia:

Professor Robert Haakenson has asked me to write you officially with reference to the appointment with NAEB.

I am sure from my recent letter you got the impression I think very highly of Haakenson. Haakenson's doctoral dissertation was an analysis of various television discussion programs. All of us felt this was an outstanding dissertation.

When Haakenson was here one summer he did some work for one of the men in Journalism. The Journalism professor told me he felt Haakenson could go to work for any metropolitan newspaper in the country and hold his own. This is by way of saying that Haakenson has a good imagination and writes well, very well.

Haakenson is one of the most pleasant and agreeable of persons I know. Off hand I do not know of anyone who did not both like and respect him. I assume this would be a very important qualification in your job. At the same time he is completely responsible and will work endless hours.

Most sincerely,

/s/ H. Clay Harshbarger
Professor-in-Charge

HCH:mss

SOUTH DAKOTA

Natural Resources Commission

State Office Building Pierre, South Dakota

February 2, 1954

Mr. Harry J. Skornia
Executive Director
National Association of Educational Broadcasters
119 Gregory Hall
University of Illinois
Urbana, Illinois

Dear Mr. Skornia:

This letter is written in behalf of Robert Haakenson, Assistant Professor of Speech at Temple University. I understand that he has made application for a position in the speech field at the University of Illinois.

It is a pleasure to submit an unqualified endorsement of Mr. Haakenson for any speech position in which his qualifications may fit your purpose. He is an outstanding individual, both as a personality and in attributes of character. He is versatile, resourceful, and a man who follows through.

He was a student of mine at Augustana College, Sioux Falls when I was head of the Department of Speech and Dramatics. My observation of him, and contacts with him have been on a broader basis than that, so I know him quite intimately. It is without qualification that I endorse him fully.

Sincerely yours,

/s/Hugo A. Carlson
Executive Secretary

HAC:n

NATIONAL ASSOCIATION OF EDUCATIONAL BROADCASTERS

NAEB

OFFICE OF EXECUTIVE DIRECTOR

UNIVERSITY OF ILLINOIS
119 GREGORY HALL
URBANA, ILLINOIS

December 9, 1953

Assoc. Dir. file

Mr. Graydon Ausmus
Box 2002
University of Alabama
University, Alabama

Dear Graydon:

Thanks for your note about candidates for the associate director's job. I have written to most of the persons you mention, and as soon as we get on top of the present load, I shall be distributing dittoed copies of all letters so far received. I think we by now have some half dozen.

One thing worries me a little. Mr. Bernstein, Sy Siegel's candidate, was under the impression that the job paid $9,000. If this were true we would of course have to have $10,000 budgeted for us, in order to cover retirement and workmen's compensation. One of the problems we now have is that workmen's compensation was not included in the present budget, and, since this deduction goes to 2% on January 1, another nearly $1,000 deficiency will show up here in the present budget, to add to the $1,000 over-draft inherited from last year and the $4,000 administrative charge made by the University for both last year and this year, but deducted from this year's budget.

If we receive $8,000, we shall be able to pay a maximum of $7,275. The sums which we will have to pay, from our budget, will amount to 9.79% of this sum, to bring the total we spend on this person to approximately $8,000. I hope we are clear on what has been requested and what will be secured. I would not be adverse to receiving more myself, of course, and I assume a promotion as high a salary as possible for an associate director would be a good way to work toward this. I do have the impression that going rates may be somewhat higher than was budgeted either for my job or the other one, but I hope that, unless or until new resources are available, any offer made will be in the realm of funds allocated.

You will notice that we have put a special note, inviting applications, in the December Newsletter on this. I hope to have all applications distributed for consideration within the next couple of weeks.

Fulbright applications are now essentially all in. Would you care to designate a committee to whom these might be referred?

With regard to the LETTER FROM ITALY, we've sent you a copy of our letter to Sy Siegel indicating the impossibility of getting this on our schedule here until after January.

I hope your trip goes well, and assure you that we will as soon as possible get you your cards. Thanks for signing the Christmas cards, which have not yet arrived back at Headquarters, for sending out. We shall take care of them within the next week.

Sincerely,

Harry

Harry J. Skornia
Executive Director

HJS:ms
~~cc: Executive Committee~~

P.S. - Just in receipt of your two letters dated December 7, and hasten to reply. Every little while I remind myself what a hell of a fine gentlemen you are, and this is one of those times. (Your letter to Waldo, i.e. the earlier one, almost made me forget it.)

I've been telling myself the last couple of days, what you mentioned, about "too much about overload." Last few days' output, I hope, is already more positive. You're right about it.

The $2,000.00 is inadequate for tapes (we'll spend not less than $7,000.00) but I doubt if we should ask members to contribute until we've tried a few tricks first. Can we hold for a month or two to see how we are doing?

Your suggestion re materials — mailing is excellent. Postage this month was close to $800.00. Wilco. Got extra girl, half-time hourly, December 3 to help get budget analysis. (Been trying to do something besides "wail" already, you see). Will have ready for January 13.

Macandrew, Coleman, Dr. Adams, and Paulu matters are now all straight, I think, Graydon. And many thanks. In a couple of days samples of Letters of Agreement, as mailed, will reach you.

All the best, again

Harry

Harry J. Skornia
Executive Director

HJS:ms

Asso. Dir. file

December 9, 1953

Mr. Graydon Ausmus
President
National Association of Educational Broadcasters
University of Alabama
University, Alabama

Dear Mr. Ausmus:

At the suggestion of Ralph Steetle, I am writing you a brief summary of my background for possible consideration as Washington representative of NAEB in the event such a position is created.

I am 32 yea rs old, married, father of a son, 3 (and anticipating arrival of a second child). I am a native of Washington, D.C. and have spent my entire life, with the exception of overseas Army duty, in this city.

All my experience has been in the field of writing. It includes five years on the staff of The Washington Post as sports writer, city and national news events reporter and as assistant city editor, the post I held when I resigned in June 1952 to accept my present position. In addition, I served for 20 months in the Washington bureau of the Associated Press. Following V-E Day, I was assigned to the Army newspaper Stars and Stripes and subsequently served as European news editor in Paris, covering Western Europe. While with the Stars and Stripes, I also worked as a rewrite man for the European edition of the New York Herald Tribune (old Paris Herald) a t a time when civilians were unobtainable.

I also have writing experience in Government service. I worked for ten months in 1945 as a newsman for the Office of War Information, covering various Federal agencies and writing daily news stories for overseas transmission. Upon my return from Army service in May 1946, I joined the public affairs section of the State Department and served until 1949 as a writer, handling special articles, pamphlets and speeches for top Department officials, principally on economic matters.

In my present position, I have been responsible for covering educational TV for the past 18 months and feel I am intimately conversant with the problems in this field. I have had weekly contact with Ralph Steetle, Bob Mullen and others in positions of leadership. In addition, of course, I have been responsible for covering news of official Washington -- involving considerable liaison with the FCC, Congress and other branches of the Government concerned with TV problems.

Concurrently with my working experience, I have attempted to do some free-lance writing in my brief snatches of spare time. I have had articles published in the Saturday Evening Post, New York Times Magazine, Christian Science Monitor Magazine, Business Week, Parade, Kiplinger's Changing Times, and others.

My educational background includes an A.B. in Political Science from George Washington University (Feb. '43) and one term of post-graduate study at the University of Paris Ecole Libre des Sciences Politiques (Sorbonne) under Army sponsorship.

Ralph tells me that you are coming to Washington later this month. Perhaps we can get together at your convenience during your visit to discuss the matter more fully.

Meanwhile, thanking you in advance for your consideration, I am,

Very truly yours,

Gershon Fishbein

Gershon Fishbein
Associate Editor

Associate Director file

February 8, 1964

To: Executive Committee

From: Skornia

Please inform me if you approve or disapprove appointment of Harold Hill as Associate Director, to start as soon as possible, probably about February 15.

In the absence of Carl Menzer, who is in Mexico, I'm proceeding with efforts to secure NAEB Engineer. At the moment Mr. Ralph Bailey (qualifications attached) looks like the best candidate. Sending to members of Engineering Committee to see if any dissenters. Hope any of you in Atlantic City can meet him with me the evening of February 17, or for breakfast at 8 the morning of February 18, when I've asked him to look me up at the Ambassador Hotel.

cc: Directors

NAEB Headquarters

TENTATIVE JOB DESCRIPTION

NAEB ASSOCIATE DIRECTOR

I. GENERAL: Incumbent will serve as assistant to the NAEB Executive Director. He will himself be responsible for selected projects, and will generally provide assistance in the operation of the NAEB National Office in the most efficient, friendly and business-like manner possible.

II. QUALITIES NEEDED:

1. Education of a high standard, to insure that NAEB relations will be characterized by dignity, cultural understanding, intellectual curiosity, integrity, and tact.

2. An analytical intelligence, in order to protect NAEB interests in negotiations or situations where the NAEB's advantages or cause could be jeopardized by a too hasty or ill-considered statement, agreement, concession or objection.

3. Willingness and ability to put NAEB business ahead of family convenience, when necessary; ability and willingness to entertain guests, visitors and members, sometimes unexpectedly.

4. Above-average physical energy and steady nerves; not easily ruffled by interruptions, deadlines, and continuous responsibility.

5. Ability to take criticism without being "hurt"; good sense of humor.

6. Steadiness of career interest. Not a job for a floater, or for anyone interested principally in using simply as a "stepping stone."

III. TYPICAL ASSIGNMENTS AND ACTIVITIES:

1. Writing and Drafting

   a. Special reports, articles, questionnaires (average 5 to 10 per month).
   b. Drafting sections of requests to Foundations.
   c. Drafting sections of annual (and more frequent, as requested) reports including financial, policy, publication, and program statements.
   d. Drafts and proposals for needed contracts, constitutional changes, dues and rates recommendations.
   e. Publicity
      (1) Releases on such developments as:
         (a) Special upcoming programs and series.
         (b) Workshops, seminars, etc.
         (c) Grants.
         (d) Fulbright awards.
         (e) NAEB new publications.
         (f) Special projects.

      (2) Special exhibits for conferences (NAEB and non-NAEB), fairs, etc.

2. Designing and Originating

   a. Radio and television program ideas.
   b. Surveys and studies: Network and Headquarters research.
   c. Certificates, membership-cards, pamphlets.

3. Editing

   a. Newsletter.
   b. Numerous committee reports.
   c. Theses and other special papers submitted to NAEB for publication.
   d. Tapes and/or continuity (in emergencies).
   e. Reports from NAEB staff employees.
   f. Such items as listed under III, 1, above.

4. Supervising

   a. NAEB Network personnel (Network Manager, Traffic Manager, Administrative Supervisor, packing, shipping and duplicating personnel).
   b. Other NAEB staff: Placement, Engineering, and Secretarial.

5. Liaison and Coordination

   a. Keeping Executive Committee, Directors and proper committees and/or their chairmen informed of all except routine business. Policy checking.
   b. Close checking with all groups in related work: DAVI, UFPA, ETRC, JCET, NCCET, etc. and Foundations providing support.

6. Negotiating

   a. With Foundations, Corporations, Universities, labor unions.
   b. With publishers, recording companies, bidders for NAEB contracts, applicants for positions.

7. Representing NAEB

   a. At dedications and conferences where NAEB must be represented (such as UNESCO, American Council on Education, Speech Association of America, Music Educators National Conference, American Association of Agricultural College Editors, Division of Audio Visual Aids of National Education Association), Joint Committee on Educational Television, and others.)
   b. At NAEB national, regional and member-station conferences.
   c. For visitors from abroad, guests and visitors at Headquarters.

8. Routine Business

   a. Daily correspondence with NAEB members, NAEB officers, the general public, authors, researchers, publishers, critics, grantees, Fulbright scholars, etc.
   b. Committee business and correspondence.
   c. Week-end and night-time emergencies.
   d. Traveling, helping members mend fences at home (meeting and reassuring superiors etc.), being where needed or meeting member-needs in advance if possible, almost instinctively. Helping plan local, regional, NAEB and/or non-NAEB-sponsored meetings, workshops, projects to promote the cause of educational communications, principally radio and television.

Harry J. Skornia
Executive Director

January 7, 1954

NAEB TAPE NETWORK
14 Gregory Hall
Urbana, Illinois

NAEB
Hdqtrs
Rec'd

May 25, 1954

Mr. Richard Hull
Radio Station WOI
Iowa State College
Ames, Iowa

Dear Dick:

Dr. Skornia has asked me to answer your letter concerning the attrition and loss of tapes. I think you might be interested in a paragraph of a recent letter from Jim Miles:

"The Tape Network Status Sheet is a good one. I had long held that the tape attrition was at the rate of one per calendar day. Your figures seem to say that it is a rate slightly in excess of one and a half per calendar day. Personally this doesn't bother me a bit. How you can handle as many tapes as you do with no more loss is and will continue to be a great wonder."

Considering that we switched from the "bicycle-leg" system to the "direct service" system a few months before Jim left this office, I am not surprised that the attrition rate has gone up slightly.

One major cause of loss has been the return of short tapes and bad tapes for good ones. A continual job here is the splicing together of short tape to fill-out reels. An occasional job is the inspection of all tapes on hand to separate the usable from the intolerably bad. I personally have found returned tapes spliced with everything but barbed wire. Medical tape I <u>have</u> found!

As long as we allow stations to trade tapes with us, asking only that they return tape of comparable quality--and thus far this has seemed to be the best plan--many stations will prefer to return tapes not <u>quite</u> as good as they receive; a few will actually send better tapes--new tapes. This attitude is "only human" and natural; but it can soon take an unhealthy bite out of the stations' mutual supply, the NAEB Network tape stock.

Best personal regards.

Sincerely,

John R. Holt
Network Manager

JRH:wc
cc: Executive Director
Executive Officers
Board of Directors

Headquarters Bus.

June 11, 1954

Mr. Donald Dickason
Director of Nonacademic Personnel
Davenport House

Dear Mr. Dickason:

Attached is a request for a raise, effective July 1, 1954, for Mrs. Winifred Coatney.

As stated earlier in a similar connection, the Kellogg Radio Project does not derive any funds from the University of Illinois nor from the State of Illinois. This operation is supported by the W. K. Kellogg Foundation and the membership of the National Association of Educational Broadcasters. Our budget must be, and has been, approved by the Board of Directors of the NAEB under our understanding with the Kellogg Foundation. Our grant for the next fiscal year will be large enough to include the proposed salary increase.

Mrs. Coatney came to us, in the position of Secretary, with the understanding that, if her work was satisfactory, she would be given a raise at the end of three months. Her work has been excellent and she has assumed general management of the office. This under conditions that are far from ideal. We have recently had difficulty securing a Secretary due to these conditions. (See attached letter.)

Therefore, we feel that a salary increase at this time will help compensate Mrs. Coatney for the above-average difficulty of this position and will encourage her to remain with our organization. (In fact she started with the Kellogg NAEB Headquarters office, working here from November, 1951, to April, 1952, when she had to give up working because of personal reasons.)

It is of course agreeable if the starting date for this change is made July 12, or whatever date, not over three months later than her starting here.

Sincerely,

Harry J. Skornia
Executive Director

HJS:we

FOR INFORMATION OF

March 20, 1954

Dr. Harry J. Skornia
NAEB Headquarters
14 Gregory Hall
Urbana, Illinois

Dear Dr. Skornia:

This is written in reference to the secretarial position in your office. After three days in your office, I feel that I would not be happy in this position, and therefore could not do justice to the position.

While three days may not have given the position a fair trial, I feel that the time to resign is now, while Mary is still there, so that she could explain the job to another applicant.

The multiplicity of details in the office, the understaffing of personnel on the filing-stenographic level, the "closeness" of quarters for the entire office, all tend to put a pressure on the secretary, which I feel could best be filled by someone else.

Inasmuch as I have to appear for Federal Jury service in Danville, I am sending a duplicate of this letter to the Non-Academic office, so that they can send you another candidate for the position.

With kindest personal regards, I am

Very truly yours,

/s/ Naomi Garman
Naomi Garman

copied NAEB HQS. 6-11-54

NAEB Headquarters
14 Gregory Hall
Urbana, Illinois

October 13, 1954

TO: John Dunn
Armand Hunter
James Macandrew
Earl Wynn
Paul Rickard
Marguerite Fleming
Allen Miller
Seymour Siegel

FROM: Skornia HJS:Mc

I think you'll see from the nature of this (report on October 5 Urbana meeting) why it must be considered as strictly confidential. No copies have gone to anyone except those of you named above, plus Ausmus, Hull, and Schooley.

Done in haste. But it will provide background for New York discussion and statements and requests being presently prepared.

HJS:cp

CC: Ausmus ✓
Hull
Schooley

NATIONAL ASSOCIATION OF EDUCATIONAL BROADCASTERS

PERSONNEL POLICY STATEMENT

Promotions and Salary Increases

Vacancies occurring, for any reason, shall, where practicable, be filled by promoting a person already employed by the NAEB; provided, that such person shall be fully qualified to fill the position vacated.

Salary increases normally will be given at the start of the fiscal year (July 1), except that increases may be awarded at other times when deemed advisable. Based on merit and length of service, salary increases normally will be given to each employee each year, and such increases normally shall be between 5% and 10% of the employee's current salary. However, financial considerations, ability and attitude of the employee, or other considerations may limit the amount and frequency of salary increases, and nothing in this section should be construed as a guarantee that such increases will be forthcoming.

Insurance

Each employee is covered for Workmen's Compensation by a policy carried by the Association, except those NAEB employees employed through the University of Illinois who are covered by the University.

All employees in the Urbana office, whether actually employed through the University of Illinois or not, are eligible to buy health insurance under the University's group policy.

The president of the Association is covered by a travel accident policy with the Association named as beneficiary. Other employees and Directors are to purchase travel accident policies for each trip taken on Association business, with the premium to be paid for by the Association.

Retirement Benefits

Each employee employed through the University of Illinois becomes a participant in the University Retirement System. For such employees the Association shall contribute to the Retirement System such amounts as are required by the System; each such employee shall likewise contribute the amount specified by the Retirement System.

Employees not employed through the University of Illinois are covered by Social Security, with the Association and the employee making such contributions as are required by law.

Vacations

In general, the following vacation periods, with pay, per year, will be allowed for the positions indicated:

One month (23 working days):
- President
- Administrative Vice President
- Network Manager
- Publications Editor
- Staff Associate

Three weeks (15 working days):
- Assistant Network Manager for Production
- Secretary to the President

Two weeks (10 working days):
- All other salaried employees not listed above. Hourly employees will not normally receive vacation credit.

Modifications of the above may be made by the President, with the approval of the Board of Directors.

Each employee shall be credited with vacation earned on the first and each succeeding anniversary of the date of employment. Vacation may be taken at times mutually agreeable to the employee and the proper administrative officer(s) of the Association concerned, except that no employee shall normally be entitled to take any vacation during the first six months of employment.

Upon termination of employment, for any reason, an employee shall be entitled to receive cash remuneration for any unused vacation, based on the rate of pay at the time the employment is terminated.

Disability Leave

Disability leave accumulates at the rate of one working day with pay for each month of service (up to an accumulated credit of 45 days) and is available each month to be used as necessary. Any employee who has accrued a credit of 45 days shall receive credit for only one-half day per month thereafter.

Leave for Death or Illness of Relatives

Leave of absence, with pay, on account of the funeral or death of a relative, is approved without prior request provided such privilege is not abused. Up to three days leave with pay may be provided at the death of a member of the immediate family. Up to one day of leave with pay is granted for attending the funeral of a relative outside the immediate household or family.

"Members of the immediate family" is interpreted to mean either of the following:

1. Person of close relationship, such as: father or mother, father-in-law or mother-in-law, brother or sister, husband or wife, child, son-in-law or daughter-in-law.

2. Relative living with the employee, such as: aunt or uncle, grandparent, or cousin.

Approved absence because of serious illness in the immediate family can be charged to normal disability leave upon request of the employee. Approved absence up to one-half day to attend a funeral of a non-relative may be charged to disability leave.

Absence for Jury or Witness Service

Employees serving as jurors or witnesses shall receive regular pay from the NAEB during the time of such service. However, pay for such leaves will be computed as the difference between the amount paid for the service and the regular full time salary of the person on such leave.

Absence for Visit to Doctor or Dentist

All absences because of visits to doctors or dentists for reasons of personal health are charged to the employee's disability leave.

Extended Disability Leave

Permanent employees are entitled to an extended disability leave of one work week with pay for each year of service, cumulative to a total of ten work weeks, which shall be allowed to reaccumulate to this maximum through additional service after being used in full or in part. Extended disability leave is not to be used until the normal disability leave has been used.

HEH:jl

Retirement Benefits - Supplement

At the time Harry J. Skornia (President) and Harold E. Hill (Administrative Vice President) were employed, the entire Headquarters staff was considered a part of the University of Illinois and all members of the staff were thus participants in the University Retirement System.

Since participation in the Retirement System was considered to be an additional inducement to remain with the NAEB, so far as the President and Administrative Vice President were concerned, the NAEB Board of Directors decided that, when the Headquarters operation was removed from the jurisdiction of the University of Illinois, retirement benefits, in cash, should be paid to Messrs. Skornia and Hill at a rate equivalent to the contribution paid for them into the Retirement System by the NAEB. This increment amounts to 8.477% of the base salary paid to each of these men.

HEH:jl

File - Network

NAEB NETWORK EMPLOYMENT HISTORY
July 1, 1952 -- Dec. 31, 1953
and HEADQUARTERS SITUATION

July 1, '52 - Sept. 15, '52 — 4 full-time people

Holt	$3600	
Clausen	3180	
Biason	2800	
French	1.15 hr.	

Sept. 16, '52 - Oct. 1, '52 — 3 full-time people; 1 half-time person

Holt	$3600	
Clausen	3180	
Biason	2800	
French	1.15 hr.	(approx. 20 hrs. a week)

Oct. 2, '52 - Oct. 23, '52 — 3 full-time people; 2 half-time people

Holt	$3600	
Clausen	3180	
Biason	2800	
French	1.15 hr.	(approx. 20 hrs. a week)
Fink	.85 hr.	(approx. " " ")

Oct. 24, '52 - Dec. 31, '52 — 4 full-time people; 2 half-time people

Holt	$3600	
Clausen	3180	
Biason	2800	
Meyers	1920	
French	1.15 hr.	(approx. 20 hrs. a week)
Fink	.85 hr.	(approx. " " ")

Jan 1, '53 - Feb. 12, '53 — 4 full-time people; 2 half-time people

Holt	$4000	
Clausen	3600	
Biason	3000	
Meyers	1920	
French	1.15 hr.	(approx. 20 hrs. a week)
Fink	1.00 hr.	(approx. 20 hrs. a week)

Feb. 13, '53 - Feb. 25, '53 — 3 full-time people; 3 half-time people

Holt	$4000	
Clausen	3600	
Biason	3000	
Meyers	960	(20 hrs. a week)
French	1.15 hr.	(approx. 20 hrs. a week)
Fink	1.00 hr.	(approx. 20 hrs. a week)

Feb. 26, '53 - March 16, '53 — 3 full-time people; 2 half-time people

Holt	$4000	
Clausen	3600	
Biason	3000	
Meyers	960	(20 hrs. a week)
Fink	1.00 hr.	(approx. 20 hrs. a week)

March 17 '53 - June 4, '53		4 full-time people 2 half-time people
Holt	$4000	
Clausen	3600	
Biason	3000	
Balthazar	2400	
Meyers	960 (20 hrs. a week)	
Fink	1.15 (approx. 20 hrs. a week)	
June 5, '53 - July 1, '53		4 full-time people 1 part-time person
Holt	$4000	
Clausen	3600	
Biason	3000	
Balthazar	2400	
Fink	1.15 (20 to 30 hrs. a week)	
July 2, '53 - Aug. 31, '53		4 full-time people
Holt	$4000	
Clausen	3600	
Biason	3024	
Balthazar	2400	
Sept. 1, '53 - Sept. 7, '53		5 full-time people
Holt	$4200	
Clausen	3967	
Biason	3120	
Balthazar	2520	
Aronovsky	2400 (Sept. 2)	
Sept. 8, '53 - Sept. 30, '53		6 full-time people
Holt	$4200	
Clausen	3967	
Biason	3120	
Balthazar	2520 (to Sept. 25)	
Aronovsky	2400	
Schneider	2400	
Oct. 1, '53 - Dec. 31, '53		5 full-time people 1 half-time person
Holt	$4200	
Clausen	3967	
Biason	3120	
Aronovsky	2400	
Schneider	2400	
Els	1040 (20 hrs. a week)	
Dec. 31, '53 -		4 full-time people 1 half-time person 1 position open
Holt	$4200	
Biason	3120	
Aronovsky	2400	
Schneider	2400	
Els	1040 (20 hrs. a week)	
Clausen replacement (s)		

January 1954

Holt	$4200		5 full-time people
Biason	3120	(Raise pending)	2 half-time people
Aronovsky	2400		
Schneider	2400	(goes to $1200.00 Feb. 1, to become student)	
Els	1040		
Clark	3550		

Kuntz (1/2 time hourly) approx. $85.00 per mo.

February 1954

Holt	$4200		4 full-time people
Biason	3120	(Pending ?)	3 half-time people
Aronovsky	2400		
Schneider	1200		
Els	1040		
Clark	3550		

Kuntz (hourly) $85.00 per mo.

Headquarters Situation:

One secretary, as before (temporary since departure of Lorraine Linden until October 1).

One hourly full-time clerk-typist (added, fall 1953)

One hourly half-time secretary, working on records, reports (added temporarily to catch up on backlog, Dec. 3, 1953, to meet numerous deadlines).

Staff notes

file

TO: NAEB Headquarters Staff

FROM: Harry J. Skornia HJS

DATE: January 25, 1954

Our budget situation is very bad. It will be necessary for us to carry on with plans for at least one seminar, which was promised Kellogg in exchange for funds granted us in our regular budget, and we must also give one regional conference in the east, beyond the one already held in Region VI. This has greatly reduced the number of items on which we can affect a saving, to eliminate a great deficit this year. The fact that part of this deficit is due to earlier years, is academic, and does not help the present situation.

The only alternative is to sharply reduce, and practically eliminate all further purchases. If personnel leaves or goes on part-time, these persons will not be replaced. I myself have agreed to do some teaching, reimbursement for which will be paid not to me as I had originally intended, but to the NAEB in order to help us get through the year. This will mean that for two hours a week I will not be in the office. In order to get my other work done, I shall probably also have to find a more private place to work a few hours a week where I can work uninterruptedly. My course preparation, etc., will be carried on at night.

I ask full cooperation and understanding. Please let me have any ideas you may have for savings which can be affected and please excuse me if I turn down virtually all requisitions, and carefully scrutinize every expenditure.

I will ask for a reexamination of tape network dubbing and delivery load, so that not only dubbing time, but also postage for shipments, may be reduced as much as possible. Requests for special services and special orders will have to be declined as politely as possible.

Please sign this sheet and return to me with any comments you may have.

April 28, 1954

TO: NAEB Officers + Griffiths Van Buyn not Newburn

FROM: Skornia H. K.

SUBJECT: Brief Report on Skornia's Activities

Most of my energies during the last weeks were devoted to riding herd on getting the Placement Service off to a good start (files finally arrived from NCCET), collecting materials for Ausmus, Griffiths, Newburn (on organizational jurisdictions and for Kellogg and FAE request), trying to get an engineer picked and on the job, getting the Workshop-Scholarship project off the ground, and helping Marguerite to get the Seminar started. In spare moments, took quick looks at Newsletter materials, problems for and with Cohn and Marks, and Novik, further budget study, and trying to get a constantly changing staff trained and on the job again. (We frankly work our people harder than University scale salaries visualize. I predict that we shall have to find a way to pay more if the constant plague of staff turnover is to be avoided. Only Holt and Biason have been here as long as one year.)

Mail (excluding tapes) and typing has run to 40 to 50 letters plus many network, placement, (research, engineer and other) committee, seminar, workshop, and various other mass projects per day. In case not all of you get the personal attention you deserve, I'm sorry.

Harold spent last week at the CNO TV Workshop at Toledo, since I was too busy with non-delegatable jobs (as suggested above) to go.

Others in attendance included Hunter, Lamb, Keith Tyler, John Highlander. Felt we should keep the NAEB officially "in on" all such sessions. Harold will prepare a report on this as soon as he has a minute.

On Placement, New Jersey TV station was killed off. Oberholtzer wrote for ideas for staff (I've been giving him, and all other TV applicants, lots of attention), and we sent him "the works" and are working with him closely. Mailings have gone to all educational TV applicants, to all recent applicants for jobs to see if still available, and NAEB members will soon all be covered. Samples of some of the stuff are being sent you. Sorry this has taken more of my time than I had planned since our budget didn't provide for a trained personnel person in the slot. Still believe it will go well.

Have handled requests for scripts by a new flood of Service Personnel overseas who now listen to Ways of Mankind around the world on Armed Forces Radio. The album market is expanding, and I'm working with Beacon Press to be sure books are widely distributed. USIA was sent 10 copies of all our publications, plus one of each album. When they get adequate budget, I've told them we'll be glad to send them the sixty or so sets of everything which they really need for around the world.

These are a few of the several scores of jobs I've tried to cover here the last week or so. Although this may be an unjustified reaction, I have an increasing feeling of "warm rapport," I guess you'd call it, in all relations with Kellogg, FAE, the Center, the FCC, the USIA, TV applicants, Beacon Press, ACE, NPAC, DAVI and all the rest. In

this one respect I'm sparing no effort or energy to create an impression of dignity, friendliness, and well-organized and confident planning. The one respect in which we do need to improve, I believe, is in the still protracted delays in the Fulbright area, replies to the Center and others, and something to involve Presidents, etc. of member institutions, etc. I very often feel frustrated at delays in our replies or actions which are due uniquely to the need to have the proper people handle the proper things. I don't want to infringe on anyone's prerogatives, and couldn't possibly do any more than we're now doing at Headquarters as now organized. But I'm sure that we are missing a few bets because we are all so very busy. LThe daily deadline details of the "operations aspects" (network, mailings, albums, etc., etc.) do take most of our energy and time in a way nobody but Miles, Schooley or someone who has been in it can understand.

Doing my best. And Harold is a pillar (all right then, "a stump") of strength. He calls attention to the many letters we get weekly: "Dear Sir: I'm a (high-school, Junior-League, graduate) student (teacher, librarian, club-leader), and we're doing a project," which take a great deal of time to answer, if we are to make friends. Can't have anyone else besides the two of us I know of, to answer these, because they are all individual, and all different.

We'll both appreciate your suggestions and help on all projects and procedures. I shall not list the items in the stacks piled up awaiting Harold's attention and mine. The daily routine of inquiries, mail to be

answered today, staff (Holt, Walker, Biason, etc.) waiting for answers to routine questions, week-end visitors, etc. do leave too little time for serious thinking and planning.

Finally if some of my things (particularly) are too long, please forgive me. As Pascal said "Sorry, I didn't have time to make them shorter." And if you have any criticisms, fellows, will you please shoot them direct at me? I liked John's direct recent letter re. my not giving time to reply, on that score. (I could reply about being caught between the need to do something and need to get responses, but I think you all know the feeling). I'll try to be equally honest and frank with you. Sorry I can't be any other way.

One thing: if the Newsletter is to carry news of members, Regional Directors will have to help us. Can not canvas every member individually. Please!

FCC DESCRIPTIVE STATEMENT
(General)

Revised
June 7, 1954

Name: The National Association of Educational Broadcasters

Date Founded: 1924

Address: 14 Gregory Hall, Urbana, Illinois

Officers:

President:	Mr. Graydon Ausmus Station WUOA University of Alabama University, Ala.	Secretary:	Dr. Armand Hunter Station WKAR-TV Michigan State College East Lansing, Mich.
Vice President:	Mr. John Dunn Station WNAD University of Oklahoma Norman, Okla.	Treasurer:	Mr. Frank E. Schooley Station WILL University of Illinois Urbana, Ill.

Earlier Name: Formerly the Association fo College University Broadcasting Stations (Name changed 1934)

Membership Categories:

a. Noncommercial educational institutions owning and operating their own radio or television stations (actives);
b. Educational production centers without transmitter facilities (associates);
c. Indidivuals or organizations (not qualifying under above categories) interested in furthering the cause of educational broadcasting (affiliates).

Number of Members as of June 3, 1954:

Active (Radio)	105
Active (TV)	8
Associate (Radio)	95
Associate (TV)	2
Affiliates	25

Dues:

Active	5 kw of transmitter power or over	$50.00	
	1 kw--4.9 kw of transmitter power	25.00	Radio
	Less than 1 kw of transmitter power	15.00	
	5 kw of transmitter power or over	100.00	
	Less than 5kw of transmitter power	50.00	Television
Associates and Affiliates		10.00	

Network Assessment Fees:

5 kw of transmitter power or over	$600.00
1 kw--4.9 kw of transmitter power	375.00
Less than 1 kw of transmitter power	275.00

Principal Sources of Revenue: Membership dues, Network Assessment Fees, sale of materials and publications, Foundation support (W. K. Kellogg, Fund for Adult Education, Rockefeller)

Headquarters Staff:

Executive Director:	Dr. Harry J. Skornia
Associate Director	Mr. Harold E. Hill
Tape Network Manager:	Mr. John R. Holt
Traffic Manager:	Miss Rosaline T. Bisson
NAEB-TV Engineer:	Mr. Cecil S. Bidlack (Effective 7-1-54)
NAEB Placement Officer:	Mr. Don Walker
Secretary:	Mrs. Winifred Coatney

Regional Directors:

Region I: East Coast	Mr. James MacAndrew Station WNYE 29 Fort Greene Place Brooklyn, N.Y.	Region IV: North-Central	Mr. Richard B. Hull Director of Radio-TV Iowa State College Ames, Iowa
Region II: Southeast	Mr. Earl Wynn Communications Center University of North Carolina Chapel Hill, N.C.	Region V: Central States	Miss Marguerite Fleming Station KSLH 1517 S. Theresa Ave. St. Louis, Mo.
Region III: Mid-West	Dr. Paul B. Rickard Director of Radio-TV Wayne University Detroit, Mich.	Region VI: Far West	Mr. Allen Miller Station KWSC Washington St. College Pullman, Wash.

Activities

The NAEB is the Association of American Educational and Community Radio and Television Stations. Its services include workshops, seminars, regional and national annual conferences, personnel upgrading programs, consultant services, and numerous publications in radio and television, including a monthly Newsletter. It maintains an active production program (Jeffersonian Heritage, Ways of Mankind, People Under Communism, Voices of Europe), and has an exchange-advisory membership relationship with most national educational organizations. It also exchanges programs and publications with the radio systems of some 23 foreign countries.

The NAEB also maintains a Tape Network which duplicates and distributes to member stations several hours of programming per week. At present there are 82 stations on the network. Since its establishment in 1951, the Tape Network has distributed to its member stations 191 series of programs totaling 50,049 hrs. and 27 min. of programming.

Subscription Rate for the Newsletter: $5.00 per year.

PERSONNEL
as of June 9, 1955

	Date of Employment	Date of Resignation
HEADQUARTERS		
Harry J. Skornia, Executive Director	6/ 1/53	
Harold E. Hill, Associate Director	2/15/54	
Winifred Coatney, Secretary	4/12/54	
Joanne E. Youngquist, Clerk-Typist II	8/ 1/54	
NETWORK		
John Holt, Network Manager	7/ 1/51	
Janet Strandjord, Network Traffic Manager	3/28/55	
Glenn Blackburn, Duplicating and Shipping Supervisor	2/ 8/54	
Donald E. Weber, Clerk III	9/16/54	
Donald E. Dean, student--part-time	2/10/55	
Wm. E. Bicknell, student--part-time	1/ 4/55	
ENGINEERING SERVICE		
Cecil S. Bidlack	7/ 1/54	
Cathryn Polanka Reed	6/17/54	
PLACEMENT SERVICE		
Robert E. Underwood, Jr.	10/18/54	
Mary L. Reaser	4/23/54	7/21/54
Rosaline Biason	6/18/51	3/31/55
Patricia Gerrity	10/2/54	1/27/55
Diane Aronovsky	9/ 2/53	9/23/54
Christa R. Schneider	9/ 8/53	8/24/54
Jack Kuntz	5/ 1/54	7/29/54
Jerrold S. Rosenwasser	9/14/54	1/27/55
Marilyn Stuebe	2/10/55	5/21/55

Travel of Staff Personnel October 1954-October 1955

EXECUTIVE DIRECTOR

Oct. 1, 1954	Ames, Iowa	Region IV Conference
Oct. 3-4, 1954	Washington, D. C.	"Big 5" Meeting
Oct. 14, 1954	Chicago	Represent NAEB at ACE Conference
Oct. 18, 1954	Purdue U.	Public Relations Association Meeting
Oct. 27-30, 1954	New York	NAEB Convention
Nov. 7-8, 1954	Chicago	AEA Regional Conference
Nov. 15-16, 1954	St. Louis	ACE Regional Meeting
Dec. 1, 1954	Houston, Los Angeles, San Francisco, Seattle	Visit to member stations
Dec. 20, 1954	Battle Creek	Conference with Kellogg officials
Dec. 28-29, 1954	Chicago	National Speech Assn. Convention
Jan. 1, 1955	Chicago	1955 Convention Committee
Jan. 18-20, 1955	Washington, D. C.	"Big 5" Meeting
Feb. 16, 1955	Chicago	Grant-in-Aid Committee
Feb. 21-22, 1955	E. Lansing	Research Committee Meeting
April 8-9, 1955	Amherst & Boston, Mass.	Region I Meeting and visit to member stations
April 10, 1955	Columbus, Ohio	IERT Meeting
April 22, 1955	Chicago	Meeting with Mr. Griffiths of FAE
May 4, 1955	Washington, D. C.	Conference on Youth of Edison Fdn.; Conferring with Mr. Young, attending Nat'l. Academy of Economic & Political Science
May 9, 1955	Indianapolis	Dedication of WIAN
May 24, 1955	Kansas City	Address Educational TV and Radio Meeting
June 19, 1955	Chicago	Board Meeting
June 29-July 2, 1955	Chicago	ACPRA Convention
July 25, 1955	Chicago	Council of Org. Pres. and Nat'l. A-V Assn. Convention
July 27, 1955	Washington	"Big 5" Meeting
August 10, 1955	Chicago	Grant-in-Aid Committee meeting
Sept. 1-3, 1955	Iowa City, Iowa	Final exercises of 3rd NAEB Production Workshop
Sept. 15, 1955	Chicago	NAEB Convention Planning Committee Meeting
Oct. 5-7, 1955	Washington, D. C.	ACE Conference

ASSOCIATE DIRECTOR

Oct. 1, 1954	Ames, Iowa	Region IV Conference
Oct. 27-30, 1954	New York	NAEB Convention
Nov. 5-6, 1954	Chicago	CNO Meeting
April 1-2, 1955	St. Louis	Central States Speech Assn. Convention
April 11-15, 1955	Columbus	IERT Meeting
June 28-29, 1955	Chicago	Public Relations Committee Meeting
Aug. 29-30, 1955	Iowa City	NAEB TV Production Workshop
Aug. 31-Sept. 4, 1955	Columbia, Mo.	NPAC Agriculture Clinic
Oct. 4, 1955	Chicago	CNO Editors Meeting
Oct.20, 1955	Kewanee, Ill.	Speak at Educational Meeting

NOTE: Also four trips to Chicago and East Lansing at the expense of NPAC as a member of the committee planning the NPAC Agriculture TV Clinic.

NETWORK MANAGER

Oct. 1, 1954	Ames, Iowa	Region IV Conference
Oct. 27-30, 1954	New York	NAEB Convention
April 11-15, 1955	Columbus	IERT
Sept. 26-27, 1955	Chicago	NAEB Committee Meeting

ASSISTANT NETWORK MANAGER - PRODUCTION

Oct. 27-30, 1954	New York	NAEB Convention

10/18/55jy

C-

TO: The Staff

July 27, 1954

FROM: Skornia

I think perhaps this should be called a "summer slump note." And it's intended in the most friendly fashion.

Today, for example, at 8:15 A. M., there were three of us in. Very quiet. Not a sound from any of the adjoining rooms or desks (just "us girls"). Those "in" are likely to feel like saps under such circumstances.

Since this sort of thing is contagious, I felt I should ask that we try to be conscientious about such things.

A couple of other items: we won't and don't make it a habit of it, but I'm sure that if any of you ask for the right to work extra to get off early or leave early or get a bit of time off for any reasonable purpose, we're very happy indeed to comply. In the same way I don't find it any more unreasonable, if you're within a few minutes of finishing an important job, "when the whistle blows", to expect you to be equally reasonable, and to be as generous as I shall always be. The work of the NAEB is important, and if you fail to do this, someone else must be imposed on to do what is really your work.

One other thing; if you can't get in, or will be late, please let us know. It's very difficult not to sound lame in excuses, when you try to "cover" for someone who hasn't bothered to call.

Thanks for your understanding.

H.

APPROXIMATE DATES FOR WHEREABOUTS OF HARRY J. SKORNIA

1. July 6 - East Lansing, Michigan

c/o Bob Coleman
Michigan State College
WKAR
Phone: 8-1511, Ext 488

or

Armand Hunter
(Same as Coleman)

2. July 7, 8 - Ann Arbor, Michigan

c/o Waldo Abbot
Station WUOM
University of Michigan
Ann Arbor, Michigan
PHONE: 3-1511

Garnett Garrison (TV Dept.)
or
Vincent Soanio

3. July 8 and/or 9 - Detroit, Michigan

c/o Kay Lardie
WDTR
9345 Lawton Ave.
Detroit 6, Michigan

OR

~~Vincent Soanio~~
PAUL RICKARD

4. July 9 - Toledo, Ohio

c/o HAROLD ~~Chester~~ Lamb
WTDS-FM
Toledo 6, Ohio

or

Board of Education
Toledo, Ohio

5. July 10 - Cleveland, Ohio

J Stillinger
WBOE-FM
Board of Education
Cleveland, Ohio

OR

William Levinson
Assistant Supt. of Schools
Cleveland, Ohio

6. July 10 or 11 - Boston, Massachusetts

c/o Parker Wheatley
Station WGBH
Lowell Institute Cooperative
Broadcasting Council
Symphony Hall
Boston 15, Massachusetts
PHONE: Kenmore 6-6522

OR

Leo Martin HOME: Beacon 2-9255
Director, WBUR-Fm
Boston University OFFICE: Commonwealth
Boston, Massachusetts 6-6230
or Ext. 8
Ann Doyle
Lowell Foundation

7. July 13 - New York

c/o Mr. Seymour N. Siegel
Station WNYC
Municipal Broadcasting System
2500 Municipal Building
New York 7, New York
PHONE: Whitehall 3-3600
Extension 2115-16

8. July 14 - Washington, D. C.

c/o Walter Roberts
State Department
PHONE: Republic 7-5600
Extension - 4407 or 3432
or
Francis Young Exec. 38100
x - 121

9. July 15 - Chapel Hill, North Carolina

c/o Earl Wynn
Station WUNC
University of North Carolina
Chapel Hill, North Carolina
PHONE: 9476

or

John Young
(same address)

10. July 15 or 16 - Leave for Los Angeles

c/o William Sener
Hancock Foundation
KUSC
University of Southern California
Los Angeles, California
PHONE: Richmond 2311

(Will also be talking with Richard Moore of Pacifica Foundation, Berkeley and with FAE Headquarters in Pasadena).

11. Probable Date July 17 - 18 - San Francisco. (D. N. Anderson, San Francisco State College)

No contact as yet.

12. July 19 or 20 - Portland Oregon

(and/or Eugene and Corvallis)

c/o President Henry Newburn
University of Oregon
Eugene, Oregon

OR

D. Glenn Starlin
University of Oregon
KWAX
Eugene, Oregon
PHONE: 5-1510

13. July 21 - Pullman, Washington

c/o Allen Miller
State College of Washington
Pullman, Washington
PHONE: 9021

OR

Ed Adams
(same station)

14. July 22 - en route Minneapolis

15. July 23 - Minneapolis

c/o Burton Paulu
Station KUOM
University of Minnesota
Minneapolis, Minnesota
Main 8158

16. July 24 - Ames, Iowa via Des Moines
(probable weekend in Iowa.)

Richard Hull
Station WOI
Ames, Iowa
PHONE: 2500
EXT 831

OR

Ed Wegner
(same address)

July 27 - ESTIMATED DATE OF RETURN TO NAEB HEADQUARTERS

Grips shown

WHAS Headquarters
10 Gregory Hall
Urbana, Illinois

CONFIDENTIAL

To: [illegible]

From: [illegible]

Date: September 29, 1948

Subject: Recent trip (September 20-23)

Herewith a brief summary of the flying trip I made last week with Cecil Hillman. In a general way it provided the occasion to visit for the first time the WTVS at Ann Arbor, and Kellogg in Battle Creek. It also was based on a meeting scheduled with Stanley Andrews of WCAU and WFIL-TV in Jackson, for informal discussions with E. W. Griffiths in Chicago on September 23.

Dealt briefly is the listing of steps and of the highlights which I feel may be recorded. This is also to supplement orally in New York as needed.

1) Toledo: Here I found the situation less encouraging so far as the proposed educational television station is concerned than I found it a year ago. The present Chairman of the Television Committee is not sold on ETV. Progress looks slow and painful.

On the other hand, progress seems to be satisfactory at WSPD-TV. Here we have a complete package ready for FCC station does show considerable progress. They will have an exhibition at the New York Convention at which it will be possible for you to draw your own conclusions more adequately than I can record them here. Suffice it to say that Hillman and I found this an encouraging and pleasant lap both in the ETV and TV picture.

2) Detroit: Here, where I had also paid a visit last summer, I found that educational television plans had had to be somewhat compromised in view of the inability to secure as broad financial support as was anticipated. Since Paul Hickerson can more adequately report on this than I, I shall not go into any great detail on this point at this time.

Although it is obviously only a personal reaction, I do feel that it is generally essential that in such organizations a coordinator be provided, rather than having the schools involved administer their portions of the station time independently, as if they were channel-time stations. This was my principal concern regarding the Detroit ETV setup, as reported to Paul.

While there Paul took me in to see President Clarence Hilberry, also Vice President Bell Sawyer. Both the President and Vice President Sawyer believe in the need for the proposed meeting of broadcasters at the New York Convention, and agreed to attend. Paul was of course highly encouraged when the fact that he wouldn't need his presidents to attend if, in all other cases, only representatives of the presidents of other institutions would come in. This is a part of the screen that we never expect fully attended on this matter.

3) Ann Arbor: From Detroit we went to Ann Arbor where we visited the Center. Here it was possible for Cecil Hadlock also to get acquainted with the staffs, as he had done in Toledo and Detroit as well.

This was the first visit for both of us. We viewed a number of the films and films which the Center is distributing or planning to distribute. We settled details of approval of Grants-in-Aid in radio, based on the recommendations of the Grant-in-Aid Committee, and were able to expedite this considerably while in town.

Dr. Newburn and I drove from Ann Arbor to Jackson together and had an excellent opportunity for very basic discussion during this time. This can be further reported on orally although I believe there was nothing essentially new in the general agreement which continues to emerge regarding the way in which our two organizations see themselves as the on-going ones in the radio and television area. I have taken a very strong stand against any suggestion that the radio network could in any way be compromised as an NAEB operation at this time, except as mentioned under the Jackson report below. Basic discussions revolved around reactions to the five-organization meetings taking place in Washington during the past few months. In this, too, general agreement of the viewpoints of the NAEB, the ETRC, and the FAE seem to be emerging.

4) Jackson: Because of my crowded agenda, Stanley Andrews and Francis Pyrnes of the NPAC were kind enough to come to Jackson from East Lansing for discussions of common problems with Dr. Newburn and myself. The meeting was suggested by me in answer to various questions recently raised by Andrews concerning the desirability in our opinion of their possibly setting up a tape and/or film and film clip distribution and production facility.

From the discussion it emerged that the job which NPAC intends to do must be done largely through commercial outlets. Educational outlets, although appreciated, would not provide adequate distribution. The problems of the ETRC and the NAEB, if faced with any attempt to handle production and distribution for the NPAC (except on a very limited basis) also would be insurmountable. For both are geared to a much smaller distribution mechanism than the several hundred (commercial) stations the NPAC is interested in.

Before we broke up, I suggested that we try to make available to the NPAC for a trial offer to its agriculturally-interested farm editors, one of our taped agricultural series -- probably a Grant-in-Aid production already available. The Center would make available such a series also in television. Out of the experience secured in this trial run might emerge the desirability of all of us endorsing the creation of perhaps a commercially-operated center for distribution purposes only which could handle such jobs for all organizations. This does not mean that such a commercial center would take over the Network. However, when three hundred commercial stations ask for one of the NAEB programs on tape, if all other clearances could be provided, the distribution job in this case could be turned over to such a Center.

In view of the Center's inability also to handle such large scale distribution, this seemed tentatively of interest to them as well. Following the discussion we had, the NPAC left with the impression that the creation of either a production or distribution facility by them out of Kellogg Foundation funds was out of the question, since the job, once described, would be more complicated than they at first thought.

CONFIDENTIAL

We shall continue to keep in close touch, and if any basic decisions need making, we have all agreed to present the problems involved to our respective boards.

I hereby invite reactions to the above.

5) Battle Creek: After a year and a half on the job, I had never visited the W. K. Kellogg Foundation. Dr. Maurice Seay extended an invitation for me to stop by and I did so. He also had an opportunity to shake hands with Cecil Eidlack, although as was generally the case at all our stops, while I was talking to Dr. Seay, Cecil was busy in discussions with Wallace Garneau of Kalamazoo, who was in Battle Creek also at this time.

I had the impression from the hour I spent with Dr. Seay that everything was in pretty good shape. He made clear to me, in answer to my indirect questions, that no decision has been made by the Kellogg Foundation regarding either the continuance or discontinuance of its support of the NAEB. A couple of the other recent notes to Kellogg, of which you will by now have received copies, are also the outgrowth of this discussion.

I pointed out, as far as our Foundation relations are concerned, that we had always discussed with Kellogg first our long-range plans. We also always submitted to Kellogg first all requests which would affect our basic operation. I outlined the basic discussions now taking place in Washington among the various organizations concerned. I told him of the joint efforts of the NAEB and the NTAC in many areas. I told him of the need for us to know soon the Kellogg reaction to our Washington office. In this connection I explained the logic, in our opinion, of approaching them first, since the basic Headquarters mechanism and organization was entirely Kellogg-established, and we wanted to preserve credit where credit was due unless Kellogg specifically gave us a refusal on this point, after hearing all aspects of it. If they were not interested, I pointed out, we would obviously have to take it up with other possible sources of funds.

I pointed out that, with two exceptions (Engineering and Placement) all FAE Projects were on a project to project basis, with unused funds returnable at the conclusion of each, while the Kellogg Project was of a firmly-rooted on-going type. I called attention to the fact that only recently are the products of the past few years of their grant beginning to be publicly recognized.

I indirectly indicated the regret that we would feel if Kellogg were to cease its support of the NAEB at the point when the latter is achieving the sort of genuine stature which would reflect the greatest credit on Kellogg. I also indicated that all our relations would gladly be frankly discussed with Kellogg if they requested more material or such discussions. I also expressed the hope that our recent reports would provide a satisfactory answer to the question so often raised about "Where the NAEB is going."

In Dr. Seay I found a most intelligent grasp of the situation in very prompt fashion. He reassured me of their continuing interest and mentioned that Bob VanDuyn, to whom he was leaving relations with the NAEB, would be back in this country from England the following week.

I found this stop a most encouraging one in view of the earlier pessimistic impressions I was beginning to gather from various discussions in our Kellogg relations.

CONFIDENTIAL

6) Kalamazoo: Since Wallace Garneau, in charge of the Western State Teachers College, FM station, had earlier told me of their acquisition of a more powerful transmitter, which they were able to purchase from a Battle Creek commercial FM station which had discontinued operations, we stopped here at his request to give him technical advice, provided by Cecil Bidlack. The problem is essentially one of what to do to avoid interference with television as they go to the higher power. I believe this problem need not be further outlined here since it is a technical one.

One of the most important aspects of the acquisition of the new transmitter, is the fact that it was made possible by a grant from the W. K. Kellogg Foundation.

Garneau had earlier called me on this to see if I thought this would in any way endanger the NAEB's relations or status with Kellogg. Since it was a Battle Creek station that was involved, and since this was the first broadcast problem in which Dr. Seay (in the absence of Bob VanDuyn), personally became interested, I told Wallace that I'm sure we wouldn't want to hold him up.

In my meeting with Dr. Seay, I expressed our pleasure at their support, to the extent of some $7500, of this NAEB member station.

7) Chicago: Last stop on the four-day trip was the Conrad-Hilton Hotel, where, by previous appointment, I spent a few hours with G. H. Griffiths of the FAE. A number of the recent notes of which you have been receiving copies are the outgrowth of this discussion. Also discussed with him were the meetings being held in Washington, the results of which the FAE will probably await before making any fundamental long-range commitments to anyone, and an informal discussion of what sort of support would be adequate for the NAEB in case of possible discontinuance of the Kellogg grant and assumption of Washington office and public relations possibilities commensurate with our responsibilities.

In this context, I think it is essential that we not delay unduly getting an answer out of Kellogg on the Washington office. For Mr. Griffiths indicated to me the fact that they would like to take a look at a complete proposal for a total NAEB operation in case we believe that we could assume all or a portion of the tasks and duties now carried on by other FAE financed organizations. This is strictly confidential and strictly conjectural and indefinite.

Needless to say, we both kept the discussion in this regard on an extremely general and inconclusive level. However, the desirability of a statement of the long term fiscal needs and plans of the NAEB combining in a single picture our entire budget, regardless of source, appears important. I hope, with the help of Frank Schooley and Harold Hill, to have this ready for you at the time of the Directors' Meetings in New York.

In a general way, I reiterated the general sort of statements I had earlier made in the comments on the Calkins questions which you earlier received.

I should like to state that I have never left a meeting with Mr. Griffiths without feeling that a warm rapport exists. I believe he is convinced of the fact that we can and do, more economically than anyone else, perform many of

CONFIDENTIAL

the functions that need doing. Yet we can't do everything. And he is still concerned over the occasional delays in relations due to the admittedly necessary committee and membership structure of the organization.

In this connection, I should like to indicate that, as you have observed, I have begun to handle (with Graydon's approval) more and more of the routine details of our relationships generally and report to the directors for approval (or disapproval) afterwards in as many of those cases as possible where a delay might be to the NAEB's disadvantage. However, I would like your reaction all along to my procedure and general approach, since I do not want, or wish to assume, more authority than I should in this position. Your serious reactions to this problem will be greatly appreciated. By now you have had an opportunity to observe how it is beginning to work out.

CONFIDENTIAL

Tentative Minutes from Skornia Notes on Urbana Meeting, October 5, 1954

In attendance were President GRAYDON AUSMUS, Treasurer FRANK SCHOOLEY, former President and present Director RICHARD B. HULL, WILBUR SCHRAMM, and HARRY SKORNIA. The discussion revolved around an organized presentation on behalf of the NAEB in which its objectives would be clearly stated as a part of a request for funds for continuance of present services and the assumption of JCET and NCCET services (if these organizations should be discontinued) which would be included in the Washington office which the NAEB also proposes to set up. This proposal will involve evaluation (including measuring the success of the JCET and the NCCET) in getting ETV established in the United States, in comparison with the budget expended for this purpose. It should also involve measurement of success to date in getting ETV recognized as a legitimate, built-in, core curriculum part of education, to be financed in a regular, rather than a special, way.

At the outset, as Wilbur Schramm pointed out, certain assumptions must be made. In these assumptions we must define what we think will be the role of educational television and radio. We must then go on to assume that if this role is to be played in America certain services will be needed (without regard to who performs each)....We then should base our proposal on a picture in which we propose certain financing, and a recommended administrative setup.

I. Assumptions:

Among the assumptions we must make is that the NAEB has a long-range future, that it has a broad fiscal base which rests on the services it can provide its member stations partly defrayable through service charges. It therefore has a tax base which emphasizes the need for both television and radio to be built into the budget of regular educational stations. At this point Dick Hull quoted Harold Lasswell's statement that in the twentieth century there is no still small voice without the resonance of twentieth century mass communications.

Another assumption that must be made is that radio is here to stay for the forseeable future. In this assumption we must also visualize funds needed for at least five years, indicating what we think will be the status of ETV, educational radio, and the various projects at the end of these five years. This will be covered in greater detail under financial and administrative structure below.

II. Jobs To Do:

Among the jobs which must be done and functions performed are notably the following:

1) Ways of meeting the fiscal crisis, both for education as well as the communications media, need discovering. In this respect the analogy of German community stations which are as independent as community ETV stations in the U. S. are to be. Hoever the German stations have a regular base of fiscal support in the form of the taxes paid by each set owner which gives them an adequate and regular budget.

2) Another job to be done involves the exchange of ideas, exchange of materials, and doing whatever is necessary to be sure that better programs are secured. We need a center to distribute programs, as well as sources of programs for both television and radio. We need reports for ETV and radio before Congress, and throughout the nation, as well as abroad.

3) We need to develop fallow areas in a Point Four Program approach in many parts of the U. S. where communications are backward.

4) We need what Wilbur Schramm calls a continuing source of aid and comfort in crises.

5) We need all the cooperation and interchange we can get with other educational communications.

6) We need increased nationwide coverage, to fill in the many white spaces on the NAEB map.

7) We need evaluation (either under a separate organization or under the NAEB) and research, possibly as a national research office, carrying on continuous studies in production, writing, and utilization.

8) We need continuous training and up-grading programs for personnel.

9) We need a certain amount of "mad money" for experimentation with new ideas, for innovation. Probably a hundred thousand dollars or so is needed for this sort of development.

10) We need to extend and intensify the usefulness of schools to society. We need to meet the increasing demand for better school education and adult education.

11) We need to help meet the crisis which is imminent in this area within ten years. Educational institutions are finding it harder and harder to meet the growing crisis of increased enrolments of all kinds. (Cf. Penn State option of taking courses by television as well as in person). In some cases TV-taught courses seem better than classroom courses in those areas where demonstration (as for science or medicine) are involved.

12) We need to get across to educators the need to involve the <u>total</u> educational institutions in educational radio and TV.

13) We need to involve legislative leaders in our activities.

14) We need a device for looking and seeing ahead, perhaps an annual "think" session, a senior council of a half dozen experts in as many fields.... some means of keeping ahead of developments, of visualizing and calling attention to "the growing edge" in society and education.

III. <u>Financial Structure Needed:</u>

In investigating a base of financial support for the services needed, several practical considerations must be taken into account. There are non-profit operations like WOI-TV. There is membership support: the NAEB now derives nearly one-fourth of its support from member dues and assessments; the ETRC probably not over one-twentieth or so. It would seem that for the sort of one-time promotional job which the NCCET now is called upon to do, an advertising agency might well be employed as needed if fiscal considerations are to be taken into

account. Surely it is a fiscal consideration to insure that the minimum number of organizations are maintained to do the job.

(We shall attach here a separate estimate of the budget needed if the NAEB is to take over the various functions needed.)

IV. Administrative Structure:

Without regard to who is to be which organization, it is obviously essential that we have, as listed above:

1) A strong professional organization

2) A Network exchange mechanism (both for TV and radio)

3) A facility for collecting materials (which Wilbur Schramm compares to a New York office of the AP)

4) Legislative representation

5) A source of aid, comfort, and advice, which is in essence the spirit of the NAEB.

Certainly it will be essential to have the first two organizations mentioned above. "The New York office of the AP," as a source of materials might well be included in our Washington office. The latter, if it is to take over from the JCET its most essential functions and also provide liasion with the ACE, necessary lobby activities, and tape and film studios, should probably be located in a large building with the AP and perhaps a Center representative.

Our present management and legal council could be somewhat expanded, as we thus move into the Washington picture. It is believed that we would no longer need an engineering consultant or a legal consultant aside from those provided by the NAEB as the professional society involved. The combination resulting in Washington would then preserve the functions of the NAEB, the ETRC and the JCET. Most of the functions of the NCCET can now be considered as virtually completed. (Some areas feel that their influence has done great harm in any case).

Replacing the JCET, but as a new committee of the NAEB, might be something like a JEAC: Joint Educational Advisory Council. This might include the present JCET Board, plus representative of Teachers Colleges, School Board Associations, Classroom Teachers Associations, the National PTA, the Junior League, the Federation of Women's Clubs, the AAUW, the League of Women Voters, the NUEA (National University Extension Association), Associations of Principals, the AEA, etc.

These representatives might be on a rotating basis (with the MENC, for example, in an active status this year, but replaced next year by another organization). An executive committee of the above council would meet with the NAEB Board once a year.

The additional functions visualized for the Washington office, were essentially legal, lobby, liasion, and reporting.

****

All the above are aimed at the creation of the nationwide supplemental service which we feel is desirable in America in both radio and television. The objective or destination is: NATIONAL DEVELOPMENT OF THE USE OF EDUCATIONAL RADIO AND TELEVISION WITHIN THE FRAMEWORK OF EDUCATION IN THE UNITED STATES THROUGH MEMBER PARTICIPATION AND FOUNDATION HELP. The projection into the future means including FM, AM, and TV, with an estimate of the rate structure increase which they can bear.

It is believed that college presidents and other responsible educators can be made to want ETV

a) Because a genuine supplemental (minority) service is needed.

b) Because, as land-grant colleges have discovered, once the facilities are built, cost is on a reducing scale, as extension services have demonstrated.

c) As a means of meeting the anti-intellectualism which seems to be growing popular in America.

Within the next week or so I hope to have a draft presentation ready for the FAE, incorporating these points. Graydon was to call VanDuyn the next day, October 6, to get their reply to our request for their reply regarding supporting the Washington office.

NAEB PERSONNEL
February 13, 1956

Bidlack, Cecil S.	105 S. Draper, C.	6-9716
Blackburn, Glenn	107 N. Busey, U.	7-2768 (X3134)
Coatney, Winifred	Rt. 1, Mahomet	182F3
Dean, Donald	F32A, Stadium Terrace	------
Hill, Harold	1706 S. Prospect, C.	6-6118
Holt, John R.	412 W. Hill, C.	6-6786 (X3134)
Reed, Cathryn	103 S. McCullough, U.	7-1731
Schooley, Frank E.	504 W. Springfield, C.	8334 (X671)
Strandjord, Janet	713 Sherwood Terrace, C.	6-5097
Skornia, Dr. Harry J.	1015 W. Church, C.	6-9154
Underwood, Bob	1007 S. Elm, C.	6-9583

Wright, J. Frank	406 W. Vermont, U.	7-3952
Youngquist, Joanne	903 W. Main St., U.	7-9865
*******		
Amidon, Bob	109 S. Busey, U.	------
Berg, Connie	1206½ N. Goodwin, U.	------
Parmenter, John	207 E. Healey, C.	6-1172

NAEB PERSONNEL

March 1, 1956

Berg, Connie	1206½ N. Goodwin, U.	------
Bidlack, Cecil S.	105 S. Draper, C.	6-9716
Blackburn, Glenn	107 N. Busey, U.	7-2768
Coatney, Winifred	Rt. 1, Mahomet	182F3
Dean, Donald	F32A, Stadium Terrace, C.	2290
Hill, Harold E.	1706 S. Prospect, C.	6-6118
Parmenter, John	207 E. Healey, C.	6-1172
Reed, Cathryn	103 S. McCullough, U.	7-1831
Schooley, Frank E.	504 W. Springfield, C.	8334
Skornia, Harry J.	1015 W. Church, C.	6-9154
Strandjord, Janet	713 Sherwood Terrace, C.	6-5097
Underwood, Bob	1007 S. Elm, C.	6-9583
Wright, J. Frank	406 W. Vermont, U.	7-3952
Youngquist, Joanne	903 W. Main, U.	7-9865

NAEB PERSONNEL

June 18, 1956

Arden, Harvey	1102 W. Oregon, U.	—
Bidlack, Cecil	105 S. Draper, C.	6-9716
Blackburn, Glenn	107 N. Busey, U.	7-2768
Campbell, Donna	610 W. Healey, C.	2364
Coatney, Winifred	Mahomet, Ill.	182F3
Hill, Harold	1706 S. Prospect, C.	6-6118
Kappmeyer, Martha	51 E. John, C.	6-3398
MacFarlane, Joyce	1206½ N. Goodwin, U.	—
Parmenter, John	207 E. Healey, C.	6-1172
Schooley, Frank	504 W. Springfield, C.	8334
Skornia, Harry	1015 W. Church, C.	6-9154
Trump, Jess	1410 Briarcliff Dr., U.	7-6139
Underwood, Bob	421 Fairlawn Dr., U.	7-8725
Vazquez, Mary	909 W. California, U.	—

Dean, Donald	F32A, Stadium Terrace, C.	2290
Youngquist, Joanne	406 S. Vine, U.	7-9865

Headquarters Salary Schedule (effective 1/1/61)

McKenzie				McIlvane	
1/1/61 - 8/31/61	9/1/61 - 9/30/61	10/1/61 - 12/31/61	Annual Total	1/1/61 - 7/31/61	8/1/61 - 12/31/61
			6999 96		
			6999 96		
583 33	583 33	583 33	6999 96	433 33	466 66
105 00	105 00	105 00	1260 00	67 92	73 92
—	—	—	—	7 84	8 88
17 50	10 00	—	144 00	13 00	14 00
460 83	468 33	478 33	5595 96	344 53	369 86
583 33	583 33	583 33	6999 96	325 00	325 00
—	—	—	—	—	—
17 50	10 00	—	144 00	13 00	14 00
600 83	593 33	583 33	7143 96	338 00	339 00
				108 33	141 66
				—	—
				108 33	141 66
583 33	583 33	583 33	6999 96	433 33	466 66
—	—	—	—		
17 50	10 00	—	144 00	13 00	14 00
600 83	593 33	583 33	7143 96	446 33	480 66
460 83	468 33	478 33	5595 96	344 53	369 86
105 00	105 00	105 00	1260 00	67 92	73 92
				7 84	8 88
35 00	20 00	—	288 00	26 00	28 00
600 83	593 33	583 33	7143 96	446 33	480 66

Headquarters Salary Schedule (effective 1/1/61).

	Harley 1/1/61-3/31/61	Harley 4/1/61-4/30/61	Harley 5/1/61-12/31/61	Harley Annual Total	Hill 1/1/61-2/24/61	Hill 3/1/61-5/31/61	Hill 6/1/61-6/30/61	Hill 7/1/61-12/31/61	Hill Annual Total
Annual Base Salary				18000.00					10000.00
+ Retirement Benefits (6.477%)									847.70
									10847.70
− Employer's Soc. Sec. Cont. (3% of $4800)									144.00
NET ANNUAL SALARY (Taxable)				18000.00					10703.70
Monthly Salary (Taxable)	1500.00	1500.00	1500.00	18000.00	891.98	891.98	891.98	891.98	10703.76
− Federal Income Tax Deduction	249.84	249.84	249.84	2998.08	110.16	110.16	110.16	110.16	1321.92
− D.C. Income Tax Deduction	32.92	32.92	32.92	395.04	—				
− Social Security Deduction (3%)	45.00	9.00	—	144.00	26.76	26.76	10.20	—	
NET MONTHLY SALARY CHECK	1172.24	1208.24	1217.24	14462.88	755.06				
Monthly Charges Against Kellogg:									
Salary	1000.00	1000.00	1000.00	12000.00	766.67	766.67	766.67	766.67	9200.04
Retirement (Benefits Paid)	—	—	—	—	52.99	52.99	52.99	52.99	635.88
Retirement (Soc. Sec.)	45.00	9.00	—	144.00	26.76	26.76	10.20	—	144.00
Total Charges Against Kellogg	1045.00	1009.00	1000.00	12144.00	846.42	846.42	829.86	819.66	9979.92
Monthly Charges Against NAEB:									
Salary	500.00	500.00	500.00	6000.00	66.67	66.67	66.67	66.67	800.04
Retirement (Benefits Paid)	—	—	—	—	5.65	5.65	5.65	5.65	67.80
Total Charges Against NAEB	500.00	500.00	500.00	6000.00	72.32	72.32	72.32	72.32	867.84
Combined Monthly Charges (Kellogg + NAEB):									
Salary	1500.00	1500.00	1500.00	18000.00	833.34	833.34	833.34	833.34	10000.08
Retirement (Benefits Paid)	—	—	—		58.64	58.64	58.64	58.64	703.68
Retirement (Soc. Sec.)	45.00	9.00	—	144.00	26.76	26.76	10.20	—	144.00
Totals	1545.00	1509.00	1500.00	18144.00	918.74	918.74	902.18	891.98	10847.76
Dist. of Total Monthly Charges:									
Actual Salary Check to Employee	1172.24	1208.24	1217.24	14462.88	755.06				
Income Tax Withheld (Federal)	249.84	249.84	249.84	2998.08	110.16	110.16	110.16	110.16	1321.92
Income Tax Withheld D.C.	32.92	32.92	32.92	395.04	—				
Soc. Sec. Cont.	90.00	18.00	—	288.00	~~53.52~~ 53.52	53.52	20.40	—	288.00
Totals	1545.00	1509.00	1500.00	18144.00	918.74	918.74	902.18	891.98	10847.76

Headquarters Salary Schedule (effective 1/1/60)

1960

	SKORNIA 1/1/60-4/30/60	SKORNIA 5/1/60-5/31/60	SKORNIA 6/1/60-12/31/60	SKORNIA ANNUAL TOTAL	HILL 1/1/60-5/31/60	HILL 6/1/60-6/30/60	HILL 7/1/60-12/31/60	HILL ANNUAL TOTAL
Annual Base Salary				12000.00				9400.00
+ Retirement Benefits (8.477%)				1017.24				796.84
				13017.24				10196.84
− Employer's Soc. Sec. Cont. (3% of 4,800)				144.00				144.00
NET ANNUAL SALARY (73x266).				12873.24				10052.84
Monthly Salary (73x266).	1072.77	1072.77	1072.77	12873.24	837.74	837.74	837.74	10052.88
− Income Tax Deduction 172.94	172.94	172.94	172.44	2075.28	100.39	100.39	100.39	1204.68
	899.83	899.83	899.83	10797.96	737.35	737.35	737.35	8846.20
− Social Security Deduction (3%)	32.18	15.28	—	144.00	25.13	18.35	—	144.00
NET MONTHLY SALARY CHECK	~~867.65~~	~~884.17~~	~~899.83~~	~~10647.96~~	712.22	719.00	737.35	8702.20
	867.65	884.55	899.83	10653.96				
Monthly Charges Against Kellogg:								
Salary	1000.00	1000.00	1000.00	12000.00	766.67	766.67	766.67	9200.04
Retirement (Benefits Paid)	72.77	72.77	72.77	873.24	52.99	52.99	52.99	635.88
Retirement (Soc. Sec.)	32.18	15.28	—	144.00	25.13	18.35	—	144.00
Total Charges Against Kellogg	1104.95	1088.05	1072.77	13017.24	844.79	838.01	819.66	9979.92
Monthly Charges Against NAEB:								
Salary					16.67	16.67	16.67	200.04
Retirement (Benefits Paid)					1.41	1.41	1.41	16.92
Total Charges Against NAEB					18.08	18.08	18.08	216.96
Combined Monthly Charges (Kellogg & NAEB):								
Salary					783.34	783.34	783.34	9400.08
Retirement (Benefits Paid)					54.40	54.40	54.40	652.80
Retirement (Soc Sec.)					25.13	18.35	—	144.00
Totals					862.87	856.09	837.74	10196.88
Dist. of Total Monthly Charges:								
Actual Salary Check to Employee	~~867.65~~	~~884.17~~ 884.55	~~899.83~~	~~10647.96~~ 10653.96	712.22	719.00	737.35	8702.20
Income Tax Withheld.	172.94	172.94	172.44	2075.28	100.39	100.39	100.39	1204.68
Soc. Sec. Cont.	64.36	30.56	—	288.00	50.26	36.70	—	288.00
Totals	1104.95	1088.05	1072.77	13017.24	862.87	856.09	837.74	10196.88

Headquarters Salary Schedule (effective 1/1/60)

1960

	Garratt 1/1/60 - 1/2/60	Garratt 2/1/60 - 12/31/60	Garratt Annual Total	Hicks 1/1/60 - 1/31/60	Hicks 2/1/60 - 12/31/60	Hicks Annual Total	June Only	Leefatter
Monthly Salary (Taxable)	225 00	225 00	2700 00	200 00	200 00	2400 00	154 55	200 00
- Income Tax Deduction	30 42	30 42	365 04	25 92	25 92	311 04	17 74	36 00
	194 58	194 58	2334 96	174 08	174 08	2088 96	136 81	164 00
- Social Security Deduction (3%)	6 75	6 75	81 00	6 00	6 00	72 00	4 64	6 00
NET MONTHLY SALARY CHECK	187 83	187 83	2253 96	168 08	168 08	2016 96	132 17	158 00
Monthly Charges Against Kellogg:								
Salary	-	225 00	2475 00	-	25 00	275 00	25 00	-
Retirement (Social Security)	6 75	6 75	81 00	6 00	6 00	72 00	4 64	6 00
Total Charges Against Kellogg	6 75	231 75	2556 00	6 00	31 00	347 00	29 64	6 00
Monthly Charges Against M&B:								
Salary	225 00	-	225 00	200 00	175 00	2125 00	129 55	200 00
Retirement (Social Security)	-	-	-	-	-	-	-	-
Total Charges Against M&B	225 00	-	225 00	200 00	175 00	2125 00	129 55	200 00
Combined Monthly Charges (Kellogg + M&B)								
Salary	225 00	225 00	2700 00	200 00	200 00	2400 00	154 55	200 00
Retirement (Social Security)	6 75	6 75	81 00	6 00	6 00	72 00	4 64	6 00
Totals	231 75	231 75	2781 00	206 00	206 00	2472 00	159 19	206 00
Distribution of Total Monthly Charges								
Actual Salary Check to Employee	187 83	187 83	2253 96	168 08	168 08	2016 96	132 17	158 00
Income Tax Withheld	30 42	30 42	365 04	25 92	25 92	311 04	17 74	36 00
Social Security Contribution	13 50	13 50	162 00	12 00	12 00	144 00	9 28	12 00
Totals	231 75	231 75	2781 00	206 00	206 00	2472 00	159 19	206 00

Headquarters Salary Schedule (effective 1/1/60)

1960

	McKENZIE				SCHMIDT		PARSONS	
	1/1/60-8/31/60	9/1/60-9/30/60	10/1/60-12/31/60	ANNUAL TOTAL	1/1/60-12/31/60	ANNUAL TOTAL	1/1/60-12/31/60	ANNUAL TOTAL
Monthly Salary (Taxable)	550 00	550 00	550 00	6600 00	375 00	4500 00	275 00	3300 00
− Income Tax Deduction	99 00	99 00	99 00	1188 00	67 50	810 00	39 42	473 04
	451 00	451 00	451 00	5412 00	307 50	3690 00	235 58	2826 96
− Social Security Deduction (3%)	16 50	12 00	—	144 00	11 25	135 00	8 25	99 00
NET MONTHLY SALARY CHECK	434 50	439 00	451 00	5268 00	296 25	3555 00	227 33	2727 96
Monthly Charges Against Kellogg:								
Salary	550 00	550 00	550 00	6600 00	325 00	3900 00	250 00	3000 00
Retirement (Soc. Sec)	16 50	12 00	—	144 00	11 25	135 00	8 25	99 00
Total Charges Against Kellogg	566 50	562 00	550	6744 00	336 25	4035 00	258 25	3099 00
Monthly Charges Against NAEB:								
Salary					50 00	600 00	25 00	300 00
Retirement (Soc. Sec.)					—	—	—	—
Total Charges Against NAEB					50 00	600 00	25 00	300 00
Combined Monthly Charges (Kellogg & NAEB)								
Salary					375 00	4500 00	275 00	3300 00
Retirement (Soc. Sec.)					11 25	135 00	8 25	99 00
Totals					386 25	4635 00	283 25	3399 00
Dist. of Total Monthly Charges:								
Actual Salary Check to Employee	434 50	439 00	451 00	5268 00	296 25	3555 00	227 33	2727 96
Income Tax Withheld	99 00	99 00	99 00	1188 00	67 50	810 00	39 42	473 04
Soc. Sec. Cont.	33 00	24 00	—	288 00	22 50	270 00	16 50	198 00
Totals	566 50	562 00	550 00	6744 00	386 25	4635 00	283 25	3399 00

Headquarters Salary Schedule (effective 7/1/60)

1960

	S. Kornia 7/1/60	S. Kornia Annual Rate	Hill 7/1/60	Hill Annual Rate	Schmidt 7/1/60	Schmidt Annual Rate
Annual Base Salary		~~13700.00~~ ~~16000.00~~		10000.00		4800.00
+ Retirement Benefits (8.477%)		1861.35		847.70		—
		14861.35		10847.70		4800.00
− ~~Em~~Employer's Soc. Sec. Cont. (3% of 4800)		144.00		144.00		—
NET ANNUAL SALARY (Taxable)		14717.35		10703.70		4800.00
Monthly Salary (Taxable)	1226.45	1471.740	891.98	1070.376	400.00	4800.00
− Income Tax Deduction	200.60	2407.20	110.16	1321.92	72.00	864.00
	1025.85	1231.020	781.82	9381.84	328.00	3936.00
− Social Security Deduction (3%)	—	—	—	—	12.00	144.00
NET MONTHLY SALARY CHECK	1025.85	1231.020	781.82	9381.84	316.00	3792.00
Monthly Charges Against Kellogg:						
Salary	1000.00	12000.00	766.67	9200.04	325.00	3900.00
Retirement (Benefits Paid)	~~84.78~~ 72.77	~~1017.36~~ 873.24	52.99	635.88		
Retirement (Soc. Sec.)	—	144.00		144.00	12.00	144.00
Total Charges Against Kellogg	1072.71	13017.24	819.66	9979.92	337.00	4044.00
Monthly Charges Against NAEB:						
Salary	141.67	1700.04	66.67	800.04	75.00	900.00
Retirement (Benefits Paid)	12.01	144.12	5.65	67.80	—	—
Total Charges Against NAEB	153.68	1844.16	72.32	867.84	75.00	900.00
Combined Monthly Charges (Kellogg + NAEB)						
Salary	1141.67	13700.04	833.34	10000.08	400.00	4800.00
Retirement (Benefits Paid)	84.78	1017.36	58.64	703.68		
Retirement (Soc. Sec.)	—	144.00	—	144.00	12.00	144.00
Totals	1226.45	14861.40	891.98	10847.76	412.00	4944.00
Distr. of Total Monthly Charges:						
Actual Salary Check to Employee	1025.85	12310.20	781.82	9381.84	316.00	3792.00
Income Tax Withheld	200.60	2407.20	110.16	1321.92	72.00	864.00
Soc. Sec. Cont.	—	144.00	—	144.00	24.00	288.00
Totals	1226.45	14861.40	891.98	10847.76	412.00	4944.00

Headquarters Salary Schedule (effective 7/1/60).

	McKENZIE				~~PAR~~ LEWIS ~~SCHUTZ~~		HICKS	
	7/1/60-8/31/60	9/1/60-9/30/60	10/1/60-12/31/60	ANNUAL RATE	7/1/60-12/31/60	ANNUAL RATE	7/1/60-12/31/60	ANNUAL RATE
Monthly Salary (Taxable)	583 33	583 33	583 33	~~6999 96~~ ~~7200 00~~	250 00	3000 00	216 67	2600 04
- Income Tax Deduction	105 00	105 00	105 00	1260 00	45 00	540 00	28 92	347 04
	478 33	478 33	478 33	5739 96	205 00	2460 00	187 75	2253 00
- Social Security Deduction (3%)	17 50	10 00	—	144 00	7 50	90 00	6 50	78 00
NET MONTHLY SALARY CHECK	460 83	468 33	478 33	5595 96	197 50	2370 00	181 25	2175 00
Monthly Charges Against Kellogg:								
Salary	583 33	583 33	583 33	6999 96	250 00	3000 00		
Retirement (Soc. Sec.)	17 50	10 00	—	144 00	7 50	90 00	6 50	78 00
Total Charges Against Kellogg	600 83	593 33	583 33	7143 96	257 50	3090 00	6 50	78 00
Monthly Charges Against NAEB:								
Salary							216 67	2600 04
Retirement (Soc. Sec.)							—	—
Total Charges Against NAEB							216 67	2600 04
Combined Monthly Charges (Kellogg, NAEB)								
Salary	583 33	583 33	583 33	6999 96	250 00	3000 00	216 67	2600 04
Retirement (Soc. Sec.)	17 50	10 00	—	144 00	7 50	90 00	6 50	78 00
Totals	600 83	593 33	583 33	7143 96	257 50	3090 00	223 17	~~2679 00~~ 2678 04
Dist. of Total Monthly Charges:								
Actual Salary Check to Employee	460 83	468 33	478 33	5595 96	197 50	2370 00	181 25	2175 00
Income Tax Withheld	105 00	105 00	105 00	1260 00	45 00	540 00	28 92	347 04
Soc. Sec. Cont.	35 00	20 00	—	288 00	15 00	180 00	13 00	156 00
Totals	600 83	593 33	583 33	7143 96	257 50	3090 00	223 17	2678 04

Headquarters Salary Schedule (effective 7/1/60).

	7/1/60-8/31/60 Rate/Stock	9/1/60-1/31/61 Rate/Stock	Annual Rate
Monthly Salary (Taxable)	200.00	216.67	2566.70
- Income Tax Deduction	36.00	39.00	462.00
	164.00	177.67	2104.70
- Social Security Deduction (3.1%)	6.00	6.50	77.00
NET MONTHLY SALARY CHECK	158.00	171.17	2027.70
Monthly Charges Against Kellogg:			
Salary	—	—	—
Retirement (Social Security)	6.00	6.50	77.00
Total Charges Against Kellogg	6.00	6.50	77.00
Monthly Charges Against NAEB:			
Salary	200.00	216.67	2566.70
Retirement (Social Security)	—	—	—
Total Charges Against NAEB	200.00	216.67	2566.70
Combined Monthly Charges (Kellogg + NAEB)			
Salary	200.00	216.67	2566.70
Retirement (Soc. Sec.)	6.00	6.50	77.00
Totals	206.00	223.17	2643.70
Dist. of Total Monthly Charges:			
Actual Salary Check to Employee	158.00	171.17	2027.70
Income Tax Withheld	36.00	39.00	462.00
Soc. Sec. Cont.	12.00	13.00	154.00
Totals	206.00	223.17	2643.70

NATIONAL ASSOCIATION OF EDUCATIONAL BROADCASTERS

PERSONNEL POLICY STATEMENT

Promotions and Salary Increases

Vacancies occurring, for any reason, shall, where practicable, be filled by promoting a person already employed by the NAEB; provided, that such person shall be fully qualified to fill the position vacated.

Salary increases normally will be given at the start of the fiscal year (July 1), except that increases may be awarded at other times when deemed advisable. Based on merit and length of service, salary increases normally will be given to each employee each year, and such increases normally shall be between 5% and 10% of the employee's current salary. However, financial considerations, ability and attitude of the employee, or other considerations may limit the amount and frequency of salary increases, and nothing in this section should be construed as a guarantee that such increases will be forthcoming.

Insurance

Each employee is covered for Workmen's Compansation by a policy carried by the Association, except those NAEB employees employed through the University of Illinois who are covered by the University.

All employees in the Urbana office, whether actually employed through the University of Illinois or not, are eligible to buy health insurance under the University's group policy.

Regular employees (as well as the Board of Directors) are covered by a travel accident policy which provides for benefits in the case of accidental death or injury while travelling outside the city of employment on NAEB business. The coverage for the President and Administrative Vice President covers 24 hours a day, whether on NAEB business or not. Each employee may designate his or her own beneficiary by filling out a form provided by the NAEB.

Retirement Benefits

Each employee employed through the University of Illinois becomes a participant in the University Retirement System. For such employees the Association shall contribute to the Retirement System such amounts as are required by the System; each such employee shall likewise contribute the amount specified by the Retirement System.

Employees not employed through the University of Illinois are covered by Social Security, with the Association and the employee making such contributions as are required by law.

In the absence of an over-all retirement plan, the President and Administrative Vice President shall be paid an added increment amounting to 8.477% of their base pay.

Vacations

In general, the following vacation periods, with pay, per year, will be allowed for the positions indicated:

One month (23 working days):
President
Administrative Vice President
Network Manager
Publications Editor

Three weeks (15 working days):
Assistant Network Manager for Production
Assistant to the President

Two weeks (10 working days):
All other salaried employees not listed above. Hourly employees will not normally receive vacation credit.

Modifications of the above may be made by the President, with the approval of the Board of Directors.

Each employee shall be credited with vacation earned on July 1 each year. Vacation may be taken at times agreeable to the employee and the proper administrative officer(s) of the Association concerned, except that no employee shall normally be entitled to take any vacation during the first six months of employment.

Upon termination of employment, for any reason, an employee shall be entitled to receive cash remuneration for any unused vacation, based on the rate of pay at the time the employment is terminated.

Paid Holidays

All employees shall be entitled to the following paid holidays:

January 1
February 22
May 30

July 4
Labor Day
Thanksgiving
December 25

If January 1, May 30, July 4 or December 25 should fall on Sunday, the following Monday will be considered a paid holiday. If these four dates should fall on Saturday, there will be no recognized paid holiday.

If duties require an employee to work on one of these holidays, he may then take equivalent time off at a later. mutually agreed upon time..

Overtime

Employees of the NAEB will not be entitled to receive pay for overtime work. All employees receiving three weeks and one month vacations are considered "Administrative" employees and thus are expected to work whatever hours are required for the proper performance of their duties. So far as other employees are concerned, the procedure will be to provide compensatory time off for any overtime worked.

Disability Leave

Disability leave accumulates at the rate of one working day with pay for each month service (up to an accumulated credit of 45 days) and is available each month to be used as necessary. Any employee who has accrued a credit of 45 days shall receive credit for only one-half day per month thereafter.

Leave for Death or Illness of Relatives

Leave of absence, with pay, on account of the funeral or death of a relative, is approved without prior request provided such privilege is not abused. Up to three days leave with pay may be provided at the death of a member of the immediate family. Up to one day of leave with pay is granted for attending the funeral of a relative outside the immediate household or family.

"Members of the immediate family" is interpreted to mean either of the following:

1. Person of close relationship, such as: father or mother, father-in-law or mother-in-law, brother or sister, husband or

wife, child, son-in-law or daughter-in-law.

2. Relative living with the employee, such as: aunt or uncle, grandparent, or cousin.

Approved absence because of serious illness in the immediate family can be charged to normal disability leave upon request of the employee. Approved absence up to one-half day to attend a funeral of a non-relative may be charged to disability leave.

Absence for Jury or Witness Service

Employees serving as jurors or witnesses shall receive regular pay from the NAEB during the time of such service. However, pay for such leaves will be computed as the difference between the amount paid for the service and the regular full time salary of the person on such leave.

Absence for Visit to Doctor or Dentist

All absences because of visits to doctors or dentists for reasons of personal health are charged to the employee's disability leave.

Extended Disability Leave

Permanent employees are entitled to an extended disability leave of one work week with pay for each year of service, cumulative to a total of ten work weeks, which shall be allowed to reaccumulate to this maximum through additional service after being used in full or in part. Extended disability leave is not to be used until the normal disability leave has been used.

Revised February 1, 1962

HEH:abt

NATIONAL ASSOCIATION OF EDUCATIONAL BROADCASTERS

Administrative Procedures and Regulations

TABLE OF CONTENTS

		Page
Section I -	Staff Designations	
	Executive Staff	I-1
	Administrative Staff	I-1
	Clerical Staff	I-1
	Staff Receiving One Month's Vacation	I-2
Section II -	Personnel Policies	
	Promotions and Salary Increases	II-1
	Insurance: General	II-1
	Group health	II-1
	Life Insurance	II-2
	Accidental Death & Dismemberment	II-2
	Salary Continuation	II-2
	Retirement Benefits: General	II-3
	TIAA	II-3
	Vacations	II-3
	Paid Holidays	II-4
	Overtime	II-4
	Disability Leave	II-5
	Leave for Death or Illness of Relatives	II-5
	Absence for Jury or Witness Service	II-5
	Extended Disability Leave	II-6
	Miscellaneous	II-6
Section III -	Travel & Business Expense Regulations	
	Advance Authorization	III-1
	Reporting Out-of-Town Expenses	III-1
	Miscellaneous Business Expenses	III-2
	Approval Required	III-2
	Advance of Funds	III-2
Section IV -	Purchasing Procedures	
	When Purchase Orders Must be Used	IV-1
	Authorization Required	IV-1
	Procedures - General Office Supplies	IV-1
	Procedures - Other than Office Supplies	IV-1
	Receiving	IV-2
	Purchase Requisition Form	IV-3

STAFF DESIGNATIONS

Executive Staff

Officers of the Corporation
Division Executive Directors
NAEB Management Consultant

Administrative Staff

Executive Staff, plus:
Convention Coordinator
Newsletter Editor
Project Directors, Associate Directors, and Assistant Directors
Division Associate and Assistant Directors
Chief Accountant
Secretary to the President
Journal Editor
Network Manager

Clerical Staff

All personnel not listed above shall be considered members of the Clerical Staff.

6/1/66
m

STAFF RECEIVING ONE MONTH'S VACATION

Persons holding the following positions are entitled to one month's vacation:

President
Vice President
Assistant to the President
Chief Accountant
Editor, NAEB Journal
Director, Educational Television Stations
Director, National Educational Radio
Network Manager, National Educational Radio
Director, Instruction Division
Assistant Director, ITI Project
Director, Educational Communications System

NATIONAL ASSOCIATION OF EDUCATIONAL BROADCASTERS

PERSONNEL POLICY STATEMENT

Promotions and Salary Increases

Vacancies occurring, for any reason, shall, where practicable, be filled by promoting a person already employed by the NAEB; provided, that such person shall be fully qualified to fill the position vacated.

Although salary increases, based on merit, length of service, and other considerations, normally will be given to each employee each year, financial considerations, ability and attitude of the employee, or other considerations may limit the amount and frequency of salary increases, and nothing in this section should be construed as a guarantee that such increases will be forthcoming.

Insurance

Each employee is covered for Workmen's Compensation by a policy carried by the Association, except those NAEB employees employed through the University of Illinois who are covered by the University.

All employees in the Urbana office, whether actually employed through the University of Illinois, are eligible to buy health insurance under the University's group policy.

Group health - Lincoln National Life Insurance Company

Who is eligible: All permanent employees of the NAEB regularly working a minimum of 30 hours per week. Dependent coverage is available to all members of the staff. An employee with dependents who does not insure them at the time he takes out his personal insurance, but decides to include them 30 days or more after his personal insurance is in effect, must furnish evidence of insurability for each member of his family to the insurance company at no cost to the company.

Waiting period: An employee is eligible for group health insurance on the first day of the month following a thirty day waiting period. For example, if an employee's thirty day waiting period was up on the second day of the month, he would be eligible for health insurance the first of the following month.

Premium: The Association pays the premium for employee coverage and the employee pays the premium for his dependents' coverage.

Conversion privilege: Upon leaving the NAEB, an employee shall be entitled to have issued to him by the Insurance Company, without evidence of insurability, a policy of hospital and surgical insurance

insuring himself and, at his option, his dependents, provided application for such policy shall be made and the first premium paid to the Insurance Company within 31 days after such termination of employment.

Life Insurance - Manufacturers Life Insurance Company

Who is eligible: All permanent employees of the NAEB who work 30 or more hours a week are automatically covered by life insurance according to the following schedule:

	Amount of insurance
Annual salary over $15,000	$20,000
Annual salary from $10,000 to $15,000	10,000
Annual salary under $10,000	6,000

After age 65 there is a flat coverage, regardless of salary, of $2000.

Waiting period: Each new employee becomes eligible on the day he completes 60 days of continuous employment.

Premium: Paid by the Association.

Conversion privilege: The employee has the privilege of converting his insurance to an individual policy of life insurance if his employment is terminated, provided written application for the policy and payment of the first premium is made not later than 31 days after the date of termination of his employment.

Accidental Death and Dismemberment and Permanent Total Disability - Queen Insurance Company of America

Who is eligible: All employees of the NAEB who work 30 or more hours a week and members of the Board of Directors are automatically covered by $50,000 insurance should they be killed or permanently disabled while on NAEB business. (There is a specific exclusion for accidental bodily injury incurred while flying in aircraft personally owned.)

Waiting period: None for coverage, Benefits will be paid within 180 days following accident.

Premium: Paid by the Association.

Salary Continuation - Insurance Company of North America

Who is eligible: All permanent salaried employees regularly working a minimum of 30 hours per week, except those employees who for health reasons might be declared ineligible by the insurance company.

Waiting period: Each new employee becomes eligible on the day he completes 90 days of continuous employment.

Premium: Paid by the Association.

Benefits: When injury shall wholly and continuously disable the insured to the extent that he is prevented from performing every duty of his occupation, he will be paid 50% of his base weekly salary (at the time of his accident) subject to a maximum of $150 per week for the duration of the disability with a lifetime maximum. In cases of disability caused by sickness, he will be paid 50% of his base weekly salary subject to a maximum of $150 per week for 260 weeks, or to age 65, whichever occurs first. However, if disability occurs after the insured's 63rd birthday, and before his 65th birthday, the weekly indemnity will be paid for the period of such disability, but not to exceed 104 weeks.

NOTE: Any questions about any of the above insurance plans should be directed to the Vice President's office.

Retirement Benefits

Each NAEB employee employed through the University of Illinois becomes a participant in the University Retirement System. For such employees the Association shall contribute to the Retirement System such amounts as are required by the System: each such employee shall likewise contribute the amount specified by the Retirement System.

Employees not employed through the University of Illinois are covered by Social Security, with the Association and the employee making such contributions as are required by law.

TIAA-CREF

Certain executives of the Association, designated by the NAEB Board of Directors, will be eligible for inclusion under the TIAA-CREF plan. Payments, which vary according to salaries, are made monthly on a matching basis, with the employee and the NAEB each paying one-half of the monthly contribution.

NOTE: According to a policy established by the Board of Directors in 1959, the President and Vice President have each received an increment of 8.477% of their base salary, in lieu of a retirement plan. Since the institution of the TIAA-CREF plan for certain executives (calling for a contribution by the Association) this added increment is reduced by the amount of Association contribution to the TIAA-CREF plan.

Vacations

In general, the following vacation periods, with pay, per year, will be allowed:

One month -
Executive Staff plus others specified by the President.

Two weeks (10 working days) -
All salaried employees (except those receiving hourly wages) who have worked for the Association less than three years.

Thirteen working days -
Salaried employees with three years' employment.

Fourteen working days -
Salaried employees with four years' employment.

Fifteen working days -
Salaried employees with five or more years' employment.

Modifications of the above may be made by the President.

Each employee shall be credited with vacation earned on July 1 each year. Vacation may be taken at times agreeable to the employee and the proper administrative officer(s) concerned, except that no employee shall normally be entitled to take any vacation during the first six months of employment.

Upon termination of employment, for any reason, an employee shall be entitled to receive cash remuneration for any unused vacation, based on the rate of pay at the time the employment is terminated.

Paid Holidays

All employees shall be entitled to the following paid holidays:

January 1
February 22
May 30
July 4
Labor Day
Thanksgiving Day
December 25

The President may stipulate additional paid holidays at his discretion.

If January 1, February 22, May 30, July 4 or December 25 should fall on Sunday, the following Monday will be considered a paid holiday. If these five dates should fall on Saturday, the preceding Friday will be considered a paid holiday.

Overtime

All employees on the executive and administrative staffs are expected to work whatever hours are required for the proper performance of

their duties. So far as other employees are concerned, proper compensation will be arranged by the supervisor concerned.

Disability Leave

Disability leave accumulates at the rate of one working day with pay for each month of service (up to an accumulated credit of 45 days) and is available each month to be used as necessary. Any employee who has accrued a credit of 45 days shall receive credit for only one-half day per month thereafter.

Leave for Death or Illness of Relatives

Leave of absence, with pay, on account of the funeral or death of a relative, is approved without prior request. Up to three days leave with pay may be provided upon the death of a member of the immediate family. Up to one day of leave with pay is granted for attending the funeral of a relative outside the immediate household or family. Necessary days of absence exceeding those stipulated above may be charged to disability leave.

"Members of the immediate family" is interpreted to mean either of the following:

1. Person of close relationship, such as: father or mother, father-in-law or mother-in-law, brother or sister, husband or wife, child, son-in-law or daughter-in-law.

2. Relative living with the employee, such as: aunt or uncle, grandparent, or cousin.

Approved absence because of serious illness in the immediate family can be charged to normal disability leave upon request of the employee. Approved absence to attend a funeral of a non-relative may be charged to disability leave.

Absence for Jury or Witness Service

Employees serving as jurors or witnesses shall receive regular pay from the NAEB during the time of such service. However, pay for such leaves will be computed as the difference between the amount paid for the service and the regular full-time salary of the person on such leave.

Extended Disability Leave

Permanent employees are entitled to an extended disability leave of one work week with pay for each year of service, cumulative to a total of ten work weeks, which shall be allowed to reaccumulate to this maximum through additional service after being used in full or in part. Extended disability leave is not to be used until the normal disability leave has been used.

Miscellaneous

Employees in the Washington office may work one of two hourly schedules as determined by the proper administrative officer(s) concerned. These schedules are: 8:30 AM to 5:00 PM, or 9:00 AM to 5:30 PM, with an hour for lunch.

From Memorial Day to Labor Day, an additional schedule of 8:00 to 4:30 is offered for the employees.

All employees must submit time records to the accounting office twice a month which have been approved by their immediate supervisor.

6/22/66
1C
mlm

TRAVEL & BUSINESS EXPENSE REGULATIONS

Advance Authorization

No expenditures are to be made or committed for out-of-town travel by Washington and Urbana based personnel unless a Travel Authorization Form has been completed and approved by the appropriate Division or Project Director, the President, and the Vice President. The President's approval is required for travel by the Vice President, and vice versa.

Reporting Out-of-Town Expenses

Expenses incurred in connection with business trips shall be reported, within 30 days following completion of the trip, in complete detail on a regular NAEB Travel Voucher. All Travel Vouchers shall be filled out in compliance with the regulations printed on the back thereof as well as the following regulations:

1 - All expenses must be handled as cash expenditures except for air, rail, rental car, or bus transportation, which may be charged. Such transportation charged will be paid by miscellaneous voucher when billed, with cross-reference to the pertinent travel voucher(s).

2 - Guest meals must be reported on a Business Entertainment Voucher. Miscellaneous items and taxi fares must be explained in footnotes accompanying the Travel Voucher.

3 - No personal expenses, including telephone, should appear on the Travel Voucher.

4 - Payment of tax on public transportation will be disallowed, and a tax exempt slip should be used at all times when paying for or charging transportation.

5 - When rental cars are used, a copy of the charge sheet must be attached to the Travel Voucher.

6 - Transportation charged must be indicated on the Travel Voucher, with the amount indicated in parentheses (not carried to the Totals column) and the vendor named.

7 - When personal cars are used for transportation only actual mileage, at 10¢ per mile, or air fare, whichever is less, will be paid. However, when two or more persons, for whom NAEB is paying expenses, travel together, mileage may be charged if it does not exceed the aggregate air fare for all those travelling together in the car. When a personal car is used, in addition to mileage, reimbursement for tolls and storage is authorized. Under any of the foregoing circumstances, complete details will be provided on the Travel Voucher.

8 - Economy and coach accommodations are to be used for air travel except when first-class fare is necessary.

9 - No exceptions to these travel regulations will be made unless specifically approved in advance on the Travel Authorization Form.

Miscellaneous Business Expenses

Business expenses other than those incurred during out-of-town trips must be reported in detail on a Miscellaneous Voucher at least monthly. Complete details should be given; for example, claims for reimbursement of taxi fare should indicate date, destination, and purpose of trip. Guest meals, or other guest expenses, must be explained on a Business Entertainment Voucher which must be attached to the Miscellaneous Voucher.

Approval Required

Travel Vouchers, and Miscellaneous Vouchers related to travel and/or entertainment expense must be approved by the same personnel required for approval of the Travel Authorization Form.

Advance of Funds

Travel Advances may be issued under either of the following arrangements:

1 - A permanent advance, up to $500. Staff member must sign the Travel Advance Receipt and agree to abide by the terms thereon.

2 - A temporary advance, designed to cover a single trip. May be obtained by submitting a Miscellaneous Voucher (with proper approval) which staff member must sign indicating receipt of the advance. When the Travel Voucher for the trip is submitted, the advance must be shown thereon and deducted from the amount due the staff member, or if the advance exceeds expenditures the balance must be immediately refunded.

PURCHASING PROCEDURES

When Purchase Orders Must be Used

Except for items costing less than $10 (which may be purchased by the use of Petty Cash), Purchase Orders are required for everything except rent, salaries, tax payments, insurance, utilities, and travel (see Travel Regulations for information about Travel Authorization Forms).

Authorization Required

Petty Cash purchases -- Purchases of less than $10 where payment by check is not practical may be reimbursed from Petty Cash. The regular Petty Cash slip will be used and must be authorized by an appropriate member of the Administrative Staff (See Adm. Staff list.)

Purchases of less than $50 -- must be authorized by an appropriate member of the Administrative Staff.

Purchases of $50 to $500 -- must be authorized by the appropriate Division Executive Director, or, in the case of General Administration, by an officer of the Corporation.

Purchases of $500 or more -- must be authorized by the appropriate Division Executive Director(s) and an officer of the Corporation, or, in the case of General Administration, by two officers of the Corporation.

Procedures - General Office Supplies

General Administration will maintain an inventory of all office supplies except imprinted papers. The purchase of these supplies, and the maintenance of an adequate inventory, will be under the supervision of the Secretary to the President. Persons wishing to draw supplies will fill out a "General Supplies Requisition Slip," and present it to the receptionist or the Secretary to the President in order to obtain supplies. The requisition slips will then be transmitted by the Secretary to the President to the Accounting Office so that the supplies may be charged to the appropriate budget. Imprinted papers will be handled as a separate item and subject to regular purchasing procedures.

Procedures - Other than Office Supplies

The following steps will be followed:

1. A "Purchase Requisition" will be prepared in duplicate by the originating office with the proper authorization as indicated in the "Authorization Required" paragraph above. For items costing $25 or more, the originating office must obtain at least two price quotations and explain selection of supplier. This information must be attached to the original copy of "Purchase Requisition" and forwarded to the Accounting Office. The duplicate will be retained in the originating office.

2. The Accounting Office will prepare a Purchase Order in five copies, as follows:

Original and white copy - mailed to supplier; copy to be returned to NAEB as acknowledgement of acceptance of order and then filed in a complete purchase order file.

Yellow copy - retained by Accounting office (with Purchase Requisition) for filing in a pending file, pending later receipt of supplier's invoice.

Pink copy - returned to originating office as notification that P.O. has been prepared; to be filed with duplicate copy of Purchase Requisition.

Orange copy - to receiving clerk, for use as a receiving report (see next section).

Receiving

The receiving clerk will be provided with orange copies of purchase orders, as issued, and will be responsible for counting the delivery, general examination of the items for conformity to the purchase order description, and observing possible damage. Questions of shortages, quality and condition should be referred to the accounting office and all questions be resolved with appropriate notation on the purchase order copy. Date of receipt of the items and the receiving clerk's initials should be added, and the copy be forwarded to the accounting office for matching with the advance (yellow) copy and filed pending receipt of the supplier's invoice.

In the case of partial deliveries, a photocopy of the orange purchase order copy may be used by the receiving clerk for advice of partial receipt to the accounting office. The partial receipts should also be noted on the orange copy, to be held pending receipt of all items ordered.

HEH/m
6/1/66

May 26, 1966

MEMO TO: STAFF CREDIT CARD HOLDERS

FROM: HAROLD HILL

Because of the very complex problems that would arise if we attempted to cancel all so-called "company account" credit cards and require each person to make his own arrangements for such cards, Mr. Harley has decided that we can continue to use the cards now in our possession provided each of us signs a release form (attached). Also, each individual will hereafter be required to pay the yearly "membership fee," assessed by certain credit card companies, which in the past has often been paid by the NAEB. As indicated earlier, credit cards for transportation (Air Travel and rental car) will continue as company account cards.

Please sign the attached form and return it to the accounting office.

HEH:so

NATIONAL ASSOCIATION OF EDUCATIONAL BROADCASTERS

I hereby absolve the NAEB of any responsibility for any indebtedness I may incur for travel and entertainment expense (other than for transportation charges), and assume full responsibility for such charges even though they may be made on so-called "company account" credit cards, such as American Express, Diners', and Carte Blanche.

Signed _____

Date _____

Present NAEB Dues	NAEB Dues as of July 1, 1966
$50	$65
$100	$130
$200	$260
$300	$390
$400	$520
$500	$650

Based on dues paid:

For 59% of the membership, the increase will be $60 or less

For 26% of the membership, the increase will be $90 - $120

For only 15% of the membership, the increase will be $150

NATIONAL ASSOCIATION OF EDUCATIONAL BROADCASTERS

Identification of Contracts and Grants

Projects	GA #1	ETS #2	NER #3	ID #4	IM #5
20 NPITI	x				
21 ECS	x				
22 Utilization	x				
23 Iowa	x				
24 Trinidad	x				
25 Samoa	x				
26 Nat'l Home Library Foundation # 1			x		
27 Nat'l Home Library Foundation # 2			x		
28 Johnson Foundation # 1			x		
29 Johnson Foundation # 2			x		

NATIONAL ASSOCIATION OF EDUCATIONAL BROADCASTERS

Chart of Expense Accounts

Direct Costs	GA #1	ETS #2	NER #3	ID #4	IM #5
Membership Services					
700 Salaries	x	x	x	x	x
701 Mat.& Supplies	x	x	x	x	x
702 Travel	x	x	x	x	x
703 Telephone (Long distance)					
704 Consultants	x	x	x	x	x
705					
706					
707					
708 Newsletter & Wash Report	x				
709					
710 Recording tape			x		
711 Cost of Records & albums sold	x				
712					
713					
714					
715 Employee benefits	x	x	x	x	x
716					
717					
718					
719 Other direct costs	x	x	x	x	x
Journal and Publication Costs					
720 Salaries	x				
721 Mat.& Supplies	x				
722 Printing & mailing	x				
723					
724					
725 Empl. benefits	x				
726					
727					
728					
729 Other direct costs	x				

Scanned from the National Association of Educational Broadcasters Records
at the Wisconsin Historical Society as part of
"Unlocking the Airwaves: Revitalizing an Early Public and Educational Radio Collection."

A collaboration among the Maryland Institute for Technology in the Humanities,
University of Wisconsin-Madison Department of Communication Arts,
and Wisconsin Historical Society.

Supported by a Humanities Collections and Reference Resources grant from
the National Endowment for the Humanities

MITH MARYLAND INSTITUTE FOR TECHNOLOGY IN THE HUMANITIES

UNIVERSITY OF MARYLAND

WISCONSIN HISTORICAL SOCIETY

WISCONSIN UNIVERSITY OF WISCONSIN–MADISON

NATIONAL ENDOWMENT FOR THE Humanities

Any views, findings, conclusions, or recommendations expressed in this publication/collection do not necessarily reflect those of the National Endowment for the Humanities.